

Chapter Overview

Introduction The objective of this chapter is to provide a concise, user friendly job aid for the user at the PERSRU to complete a stand alone transaction. Each transaction contains:

- Purpose of the transaction
 - SDA II screen example of transaction with element codes shown bold in parenthesis (example provided below)
Note: Element codes do not appear on the screen in SDA II
 - Any references
 - Fast Path ID
 - PMIS transaction (i.e., action code (P176), form (L63B), etc..) created behind the scenes by this transaction
 - Policies and procedures
 - PMIS/JUMPS items effected by this transaction (ie: segments, pmis)
 - Correction and deletion information.
-

TRANSACTION EXAMPLE

Retained Beyond Normal Expiration of Enlistment (P176)

Retained Beyond Normal Expiration of Enlistment (Screen 1 of 1)		
000-00-0000	YN3	JONES, TOM
Date Retention Begins: <u>09/21/1997</u> Effective Time: <u>0001</u> Entry Type:		
Note: Enter the effective date the member's retention will begin. This date should be the day after the active duty member's Expected Active Duty Termination Date or if a reservist then the day after the reserve member's current Expected Loss Date.		
Enter the number of months of the retention: 03		
Estimated Expiration of Retention Date: 12/20/1997 (Element Code 12)		
Retention Reason Code: M (Element Code 14)		
Increase basic pay by 25%: no (Element Code 23)		

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GENERAL TRANSACTIONS

Section Overview

Introduction This section will guide you through the Active Duty transactions in SDAIL.

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P193	Immediate Recall From Retirement - No Break in Service	P193	ADE	2-A-31
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P230	Record Reserve MGIB Eligibility Status	See	Chapter	2
P231	Declare Member Missing	P231	BCC	2-A-44
P232	Return Member From Missing	P232	BCE	2-A-46
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304	Change Qualification Code for Enlisted Personnel	304-Q	BBF	2-A-50
304	Change Aviator Qualification	304-AV	BBB	2-A-53
305	Record Award Information	305	BCH	2-A-55
320	Report Scores From ASVAB Retest	reasvab	BBI	2-A-57
324	Change Education Level	324-edu	BBD	2-A-59
324	Completion of Degree Training	324-deg	BBC	2-A-61
324	Record Foreign Language Skill	324	BBG	2-A-63
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333	Height/Weight Measurement	333	BCG	2-A-69
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P602	Suspend Remove Suspension or Stop SRB	P602	AJBK	2-A-85
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P603	Start Supplemental BAS	padjsbas	AJBC	2-A-92
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H605	Change Liquidation Schedule	pactchg	AJD	2-A-112
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P607	Start/Resume Pay and Allowances (Aviation Pay)	padjstrt	AJBA	2-A-122
P607	Start/Resume Pay and Allowances (Diving Duty Pay)	padjstrt	AJBA	2-A-126
P607	Start/Resume Pay and Allowances (Hardship Duty Pay-Location)	padjstrt	AJBA	2-A-129
P607	Start/Resume Pay and Allowances (Hostile Fire Pay This Month Only)	padjstrt	AJBA	2-A-132
P607	Start/Resume Pay and Allowances (Hostile Fire Pay Until Further Orders)	padjstrt	AJBA	2-A-135
P607	Start/Resume Pay and Allowances (Tax Exclusion This Month Only)	padjstrt	AJBA	2-A-138
P607	Start/Resume Pay and Allowances (Tax Exclusion Until Further Orders)	padjstrt	AJBA	2-A-141
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P607	Start/Resume Pay and Allowances (Start VHA) (P607)	padjstrt	AJBA	2-A-171
P607	Start/Resume Pay and Allowances (Change Rental Charge For Inadequate Quarters)	padjstrt	AJBA	2-A-172
P607	Start/Resume Pay and Allowances (Flight Deck Hazardous Duty Pay)	padjstrt	AJBA	2-A-175
P607	Start/Resume Pay and Allowances (High Pressure Chamber Hazardous Duty Pay)	padjstrt	AJBA	2-A-178
P607	Start/Resume Pay and Allowances (Start Change/Verify VHA Offset) (P608)	padjstrt	AJBA	2-A-180
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P620	Change BAS/Career Sea Pay	See	Chapter	6
P625	Stop Pay and Allowances	padjstop	AJBE	2-A-191
P633	Stop All Pay and Allowances Due to Fraudulent Enlistment	See	Chapter	8
P640	Member Placed In Confinement	See	Chapter	11
P644	Begin Absence Due To Alcohol and Drugs	P644	AIH	2-A-196
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P800	Change Allotment Address	P800	AJAJ	2-A-200
P809	Elect/Decline SGLI	P809	BAD	2-A-204
P810	Family member Dental Coverage	mipadent	AJAH	2-A-207
P950	Report Physical Exam Findings	P950	BCI	2-A-211
L63B	Leave Authorization	leave	BCA	2-A-213
CG-4170A	Change in Dependency/Emergency Data/SGLI	depchg	BAA	2-A-216
L66B	Officer Uniform Allowance	mipaunif	AJAD	2-A-227
L6BB	Family Separation Housing/Family Separation Allowance	mipafsa	AJAG	2-A-229
L6EB	Tax Information-Mailing Address	mipatax	AJAI	2-A-235
L6EB	State Tax Information	mipatax	AJAI	2-A-238
L6EB	Federal Tax Information	mipatax	AJAI	2-A-241
L6FB	Statement of Intent for Discharge, RELAD, Retirement	soisep	ACA	2-A-244
L6FB	Statement of Intent for Extension/Re-extension, Reenlistment, Retention, Recall	soisep	ACB	2-A-250
L6GB	Payment Option Election	mipapoe	AJAC	2-A-255
L6JB	ASVAB Scores	asvab	BBA	2-A-259
L6KB	Clothing and Small Stores Checkage	pactstor	AJF	2-A-263
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Advance Pay and Allowances Paid Through PMIS/JUMPS online	H605	mipaadup	AJAF	2-A-101
Advance Pay Paid Through PMIS/JUMPS online	H605	mipaadup	AJAF	2-A-97
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Agree to Extend Enlistment	P154	expextag	AEA	2-A-18
Agree to Re-extend Enlistment	P159	expextag	AEA	2-A-22
Appointment Terminated	P214	See	Chapter	8
Assignment Data Maintenance	L76B	asgd	BCK	2-A-266
ASVAB Scores	L6JB	asvab	BBA	2-A-259
Begin Absence Due To Alcohol and Drugs	P644	P644	AIH	2-A-196
Begin Extension of Enlistment	P198	expextbe	AEB	2-A-35
Begin Re-extension of Enlistment	P199	expextbe	AEB	2-A-37
Begin Unauthorized Absence	P400	P400	AIE	2-A-76
Cancel Enlistment	P253	See	Chapter	8
Cancellation of Previous Reported Agreement to Voluntarily Extend/Re-extend Enlistment	P187	expcan	AEG	2-A-28
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Change Aviator Qualification	304	304-AV	BBB	2-A-53
Change BAH or BAQ/VHA	P606	padjbaq	AJBF	2-A-115
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Change Cost Center	P102	P102	BCP	2-A-7
Change Education Level	324	324-edu	BBD	2-A-59
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Change Liquidation Schedule	H605	pactchg	AJD	2-A-112
Change Qualification Code for Enlisted Personnel	304	304-Q	BBF	2-A-50
Civilian/Supplemental Clothing Monetary Allowance Maintenance	P603	P603	AJAE	2-A-89
Clothing and Small Stores Checkage	L6KB	pactstor	AJF	2-A-263
Completed School	P341	P341	BBE	2-A-71
Completion of Degree Training	324	324-deg	BBC	2-A-61
Declare Member A Deserter	P240	P240	AIF	2-A-47
Declare Member Missing	P231	P231	BCC	2-A-44
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Member Returned From UA/Deserter	P411	P411	AIG	2-A-78
Member's Locally Created Data	*****	BCMB	BCMB	2-A-282
Miscellaneous Credit to Member's Account	H604	pactcred	AJE	2-A-95
Officer Uniform Allowance	L66B	mipaunif	AJAD	2-A-227
Payment Option Election	L6GB	mipapoe	AJAC	2-A-255
Record Award Information	305	305	BCH	2-A-55
Record Foreign Language Skill	324	324	BBG	2-A-63
Record Reserve MGIB Eligibility Status	P230	See	Chapter	2
Remove Mark of Desertion	P425	P425	AID	2-A-81
Report Additional Active Duty Authorized	P192	See	Chapter	2-B
Report Death Of A Member	P266	P266	BCB	2-A-49
Report Physical Exam Findings	P950	P950	BCI	2-A-211
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Return Member From Missing	P232	P232	BCE	2-A-46
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Start or Stop Interim Housing Allowance	P609	P609iha	AJBJ	2-A-185
Start Prorated BAS	P603	padjpbas	AJBB	2-A-91
Start Supplemental BAS	P603	padjsbas	AJBC	2-A-92
Start, Stop or Change OHA	P609	padjoha	AJBH	2-A-182
Start, Stop, Change Allotments or Bonds	L6DB	See	Chapter	20
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Start/Resume Pay and Allowances (Career Sea Pay and Sea Pay Premium)	P607	padjstrt	AJBA	2-A-152
Start/Resume Pay and Allowances (Cost Of Living Allowance)	P607	padjstrt	AJBA	2-A-148
Start/Resume Pay and Allowances (Diving Duty Pay)	P607	padjstrt	AJBA	2-A-126
Start/Resume Pay and Allowances (Flight Deck Hazardous Duty Pay)	P607	padjstrt	AJBA	2-A-175
Start/Resume Pay and Allowances (Hardship Duty Pay-Location)	P607	padjstrt	AJBA	2-A-129
Start/Resume Pay and Allowances (Hostile Fire Pay This Month Only)	P607	padjstrt	AJBA	2-A-132
Start/Resume Pay and Allowances (Hostile Fire Pay Until Further Orders)	P607	padjstrt	AJBA	2-A-135
Start/Resume Pay and Allowances (Responsibility Pay)	P607	padjstrt	AJBA	2-A-168
Start/Resume Pay and Allowances (Special Duty Assignment Pay)	P607	padjstrt	AJBA	2-A-165
Start/Resume Pay and Allowances (Start Change/Verify VHA Offset) (P608)	P607	padjstrt	AJBA	2-A-180
Start/Resume Pay and Allowances (Start VHA) (P607)	P607	padjstrt	AJBA	2-A-171
Start/Resume Pay and Allowances (Subsistence Pay)	P607	padjstrt	AJBA	2-A-144
Start/Resume Pay and Allowances (Tax Exclusion This Month Only)	P607	padjstrt	AJBA	2-A-138
Start/Resume Pay and Allowances (Tax Exclusion Until Further Orders)	P607	padjstrt	AJBA	2-A-141
State Tax Information	L6EB	mipatax	AJAI	2-A-238
Statement of Intent for Discharge, RELAD, Retirement	L6FB	soisep	ACA	2-A-244
Statement of Intent for Extension/Re-extension, Reenlistment, Retention, Recall	L6FB	soisep	ACB	2-A-250
Stop All Pay and Allowances Due to Fraudulent Enlistment	P633	See	Chapter	8
Stop Pay and Allowances	P625	padjstop	AJBE	2-A-191
Suspend Flight Pay/Terminate Aviator Status	P671	padjsusp	AJBG	2-A-198
Suspend Remove Suspension or Stop SRB	P602	P602	AJBK	2-A-85
Tax Information-Mailing Address	L6EB	mipatax	AJAI	2-A-235

Change Cost Center (P102)

Purpose	This transaction is used to <u>change</u> Cost Center Codes.
Reference	None
Transaction Built in SDA II	Change Cost Center
PMIS Transaction	P102
Policies and Procedures	<p>Information you need to know about the Change Cost Center transaction:</p> <ul style="list-style-type: none">• This transaction may be used to change cost center codes for both officers and enlisted members. It shall be used for officers only if the member's officer billet code (OBC) (indicated on the unit's personnel allowance list) does not change. If the OBC changes, orders from CGPC are required.• When orders are involved, use PCS Departing and PCS Reporting transactions.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter "P102" for Fast Path ID or press "BCP" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. Then press 'GO' again. The following screen will appear. Begin completing the fields.

Change Cost Center (Screen 1 of 1)		
000-00-0000	SABM	DOE, JOHN
Effective Date: 10/06/1997	Effective Time: 0001	Entry Type:
Cost Center Code: 12345 (Element Code 01)		

Field	Action
Effective Date	Enter the date the transaction is prepared.
Effective Time	Enter effective time.
Entry Type	This is not updateable.
Cost Center Code	Enter the cost center code.

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Change Cost Center Code (P102), Continued

**Fast Path ID
and Data
Entry,
Continued**

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to SDA II main menu. Your transaction is complete.

**PMIS/JUMPS
Effect**

Change cost center code transaction updates the following in PMIS/JUMPS:

- Segment 00
- Updates page 6 (Current Information) of the PMIS screens.

**Corrections
and Deletions**

Corrections and Deletions can be made to this transaction and are done in Transaction Review of the SDA II system.

Establish Officer As Aviator (P105)

Review Exhibit 2-A-1 (following pages) prior to preparing this transaction.

Purpose	This transaction is used to establish aviation service information and start Aviation Crew Incentive Pay (ACIP). It is to be submitted at the aviator's first duty station.
Reference	<ul style="list-style-type: none">• Exhibit 2-A-1 (following pages)• CG Pay Manual, COMDTINST M7220.29, Chapter 5-A• MGMT and ADMIN of Aviation Incentive Pays, COMDTINST 7220.39
Transaction Built in SDA II	Establish Officer As Aviator
PMIS Transaction	P105
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• CG Academy is responsible for submitting this transaction for Direct Commission individuals. However, if prior service documentation is not available, CG Academy is to notify the PERSRU servicing the aviator's first permanent duty station and <u>that</u> PERSRU shall submit this transaction.• HRSIC (MAS) is to be notified prior to submitting this transaction for a Direct Commission Aviator entering the Coast Guard on or after 1 October 1991 and have:<ol style="list-style-type: none">1) Six or more years of aviation service, and2) their Aviation Entry Service Date (ASED) is prior to 1 October 1985.• <u>Service Dates</u>: The Aviation Service Entry Date (ASED), Aviation Service Date (ASD), and the Officer Service Date (OSD) may not be prior to the Pay Base Date (PBD). An example of an erroneous condition is PBD= 79JUL27 and ASD= 79JUL26.

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Establish Officer As Aviator (P105), Continued

Fast Path ID and Data Entry Enter "P105-av" for Fast Path ID or press "BBH" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. Then press 'GO' again. The screen below will appear. Begin entering information to establish the officer as an aviator.

Establish Officer as Aviator (Screen 1 of 1)		
<u>000-00-0000</u>	<u>LTJG</u>	<u>DOE,</u>
<u>JOHN</u>		
Effective Date: <u>04/29/1996</u>	Effective Time: <u>0001</u>	Entry Type:
Current flight status/start ACIP:	DIFOPS	(Element Code 01)
Officer Service Date:	<u>05/18/1994</u>	(Element Code 04)
Aviation Service Entry Date:	<u>04/29/1996</u>	(Element Code 02)
Aviation Service Date:	<u>04/29/1996</u>	(Element Code 03)
Gate I OPFLY Time:		(Element Code 06)
Gate II OPFLY Time:		(Element Code 07)
Total OPFLY Time:	<u>00</u>	(Element Code 05)

Field	Action
Effective Date	<ul style="list-style-type: none"> The effective date of this transaction should be the day the officer first qualifies for ACIP in the Coast Guard. Review Exhibit 2-A-1 (following pages) prior to preparing this action code. Effective date for Student Aviators will be the date the officer enters flight training or when appointed as an officer, whichever is later. Effective date for Direct Commission Aviators will be the constructive date the officer-executed orders to CG Academy for indoctrination.
Effective Time	Enter the effective time
Entry Type	This is not updateable.
Current flight status/start ACIP	Enter DIFOPS, DIFPRO, or DIFDEN.
Officer Service Date	Enter the officer service date.
Aviation Service Entry Date	Enter the aviation service entry date.
Aviation Service Date	Enter the aviation service date.
Gate I OPFLY Time	Enter number of years/months, Gate I OPFLY Time (if applicable).
Gate II OPFLY Time	Enter number of years/months, Gate II OPFLY Time.(if applicable).
Total OPFLY Time	Enter number of years/months, Total OPFLY Time.

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Establish Officer As Aviator (P105), Continued

**PMIS/JUMPS
Effect**

The Establish Officer As Aviator transaction updates the following in PMIS/JUMPS:

- Segment 60 (sets aviation data)
 - Segment 11 (starts Aviation Career Incentive Pay)
 - Updates page 10 (Aviator Information) of the PMIS screens in the PMIS Data Base.
-

**Corrections
and Deletions**

Deletions shall not be submitted to this transaction. Only corrections may be made to this transaction and are done in Transaction Review of the SDAII system.

Section A
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Exhibit 2-A-1

AVIATION SERVICE INFORMATION

**Reporting
Aviation
Service
Information**

Establishment of Aviation Service Information and Starting ACIP.

- A P105 transaction to establish aviation service information and start continuous ACIP is required.

Overriding Continuous ACIP Payment of Members Entitled to Monthly ACIP Who Fail to Perform Minimum Flight Hours.

After processing ACIP transaction(s), PMIS/JUMPS will pay ACIP on a continuous basis.

If a member fails to qualify for continuous ACIP (e.g. OPFLY time at Gate 1 or 2 changes the member's ACIP status to a monthly entitlement, and the member does not meet required flight hours during a given month), a transaction is necessary to stop/suspend the payment of ACIP.

**Recording
Flight Status
Upon PCS**

When an aviator is transferred on a permanent change of station, appropriate entries are required on both the departing and reporting Endorsements on Orders transaction to indicate what the aviator's flight status will be at the new unit. Do not report this change in flight status if the officer has not been established as an aviator in PMIS/JUMPS, this must be reported under separate transaction.

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Exhibit 2-A-1, Continued

AVIATION SERVICE INFORMATION

**Reporting
Aviation
Information**

Current Flight Status Indicator: Report the aviator's current Flight Status Indicator; e.g., DIFOPS, DIFPRO, DIFDEN.

- **DIFOPS:** Duty under flight orders currently in effect involving operational or training flights.
 - **DIFPRO:** Duty under flight orders currently in effect involving proficiency flying only.
 - **DIFDEN:** Duty under flight orders currently in effect not involving flying
-

Terms

Aviation Service Entry Date (ASED): The ASED is used to determine the 12 year and 18 year Gates. This is the date a member (as an aviation cadet, or warrant or commissioned officer) first reports under competent flight orders to an aviation unit having aircraft in which the member receives flight training leading to the award of an aeronautical rating or designation. Prior active and inactive service is creditable for computation of the ASED.

Aviation Service Date (ASD): The ASD is the constructive date that an officer, warrant officer (or cadet on or after 14 Nov 1986) became qualified for aviation service. It is used to determine step increases in pay. For officers commissioned or appointed to warrant grade prior to ASED, ASD is the same as the ASED. If commissioned or appointed after ASED, ASD is the same as the Officer Service Date (OSD). Prior active and inactive service is creditable for computation of the ASD.

Officer Service Date (OSD): For members in the service prior to 14 Nov 1986, the OSD is the constructive date the member is commissioned as a commissioned or warrant officer. For a member entering the service on or after 14 Nov 1986, the OSD is the constructive date the member becomes a commissioned officer, a warrant officer, or an aviation cadet. Prior active and inactive service is creditable for computation of the OSD.

Continued on next page

Section A
GENERAL TRANSACTIONS

Exhibit 2-A-1, Continued

AVIATION SERVICE INFORMATION

Terms (Cont'd)	<p>Total OPFLY Time: Total OPFLY time is reported in years and months. OPFLY time is not the same as total flight time (which is reported in hours). Total OPFLY time cannot be greater than the time between the document effective date and ASED. OPFLY time is credited for all periods of active duty in an operational flying status.</p> <p>Gate I OPFLY Time: This is the OPFLY time at the 12-year Gate. To determine whether this is applicable, add 12 years to the ASED. If the date is prior to the transaction effective date, determine the OPFLY time up to the resulting date (ASED plus 12 years). Gate I OPFLY time cannot be greater than 1200 (12 yrs, 00 mos).</p> <p>Gate II OPFLY Time: This is the OPFLY time at the 18-year Gate. To determine whether this is applicable, add 18 years to the ASED. If the resulting date is prior to the transaction effective date, determine the OPFLY time up to the resulting date (ASED plus 18 years). Gate II OPFLY time cannot be greater than 1800 (18 yrs, 00 mos).</p>
Gate and OPFLY Requirements for ACIP	<p>ACIP Standard Table applies to aviators who had less than six years of aviation service on 1 October 1991, the effective date of Public Law 101-89.</p> <p>ACIP Transitional Table applies to aviators who had six years or more of aviation service on 1 October 1991</p>
Automatic ACIP Termination	<p>All ACIP is automatically terminated by PMIS/JUMPS at 25 years of aviation service (ASD + 25 years). If an officer is below pay grade O-7 and performing operational flying (DIFOPS), ACIP may be restarted by a separate transaction.</p>

Continued on next page

Section A
GENERAL TRANSACTIONS

Exhibit 2-A-1, Continued

AVIATION SERVICE INFORMATION

**Adjusting
Aviation Date**

Unit Responsibility: Requests for readjustments to a member's aviation data shall be submitted by the member's unit commanding officer. The request shall be in letter format to HRSIC (MAS) via the PERSRU. Enclosed with the letter shall be supporting documentation from the aviator's records. HRSIC (MAS) may require corrections to the original transaction.

HRSIC Responsibility: An investigation will be made of all proposed adjustments.

- If an adjustment is determined necessary, HRSIC (MAS) will submit the appropriate transaction(s) to correct the fields in question.
- If an adjustment to aviation data causes a change to the ACIP entitlement, HRSIC (MAS) will submit the necessary transactions to make proper corrections to the aviator's pay.

Continued on next page

Section A
GENERAL TRANSACTIONS

Exhibit 2-A-1, Continued

ACIP TRANSITIONAL TABLE

If on 91OCT01, the members minimum years of aviation service is:	And the member meets the following OPFLY time,	AND the member reaches "X" years aviation service,	THEN the member is entitled to:
Less than 6 years	See ACIP Standard Table		
6 or more years	6 or more years	12 Years (Gate I)	Continuous ACIP to 18 years of aviation service.
6 or more years	At least 9 years but less than 11 years	18 years (Gate II)	Continuous ACIP to 22 years of aviation service as an officer.
6 or more years	6 of the first 12 years, and at least 11 of the first 18 years of aviation service	18 years (Gate II)	Continuous ACIP to 25 years of aviation service as an officer.
At least 6 years but less than 12 years	Less than 6 years and subsequently completes 6 years of the first 12 years and 9 of the first 15 years of aviation service	15 years	Continuous ACIP to 18 years of aviation service.
At least 12 years but less than 18 years	Less than 9 years and subsequently completes 9 years of the first 18 years of aviation service	18 years (Gate II)	Continuous ACIP to 22 years of aviation service as an officer.
At least 12 years but less than 18 years	Less than 11 years and subsequently completes 11 years of the first 18 years of aviation service	18 years (Gate II)	Continuous ACIP to 25 years of aviation service as an officer.

Continued on next page

Section A
GENERAL TRANSACTIONS

Exhibit 2-A-1, Continued

ACIP STANDARD TABLE

NUMBER OF YEARS AVIATION SERVICE*	OPFLY Time	ACIP STATUS**	NOTES						
Under 12 years	No minimum	Continuous	No minimum flight hour requirements necessary to qualify for ACIP						
12 (Gate I)	Less than 8 years #	Monthly	Required to fly minimum hours each month to qualify for monthly ACIP. See CG Pay Manual, Chapter 5, for flying hour requirements. <table><tr><td>IF AN AVIATOR</td><td>THEN SUBMIT</td></tr><tr><td>fails to qualify</td><td>transaction to stop ACIP</td></tr><tr><td>later qualifies</td><td>transaction to start ACIP</td></tr></table>	IF AN AVIATOR	THEN SUBMIT	fails to qualify	transaction to stop ACIP	later qualifies	transaction to start ACIP
IF AN AVIATOR	THEN SUBMIT								
fails to qualify	transaction to stop ACIP								
later qualifies	transaction to start ACIP								
12 (Gate I)	8 years minimum #	Continuous	No minimum flight hour requirements necessary to qualify for ACIP						
18 (Gate II)	Less than 10 years	Monthly	Required to fly minimum hours each month to qualify for monthly ACIP. See CG Pay Manual, Chapter 5, for flying hour requirements. <table><tr><td>IF AN AVIATOR</td><td>THEN SUBMIT</td></tr><tr><td>fails to qualify</td><td>transaction to stop ACIP</td></tr><tr><td>later qualifies</td><td>transaction to start ACIP</td></tr></table>	IF AN AVIATOR	THEN SUBMIT	fails to qualify	transaction to stop ACIP	later qualifies	transaction to start ACIP
IF AN AVIATOR	THEN SUBMIT								
fails to qualify	transaction to stop ACIP								
later qualifies	transaction to start ACIP								
18 (Gate II)	10 years minimum, but less than 12	Continuous or Monthly	Continuous ACIP to 22 years of aviation service as an officer, then monthly.						
18 (Gate II)	12 years minimum	Continuous	Continuous ACIP to 25 years of aviation service as an officer, then monthly.						

* Years aviation service is based on Aviation Service Entry Date (ASED).

** Flight surgeons and medical officers never have continuous ACIP status; their ACIP status is always a monthly entitlement.

Was 9 years, changed by Public Law 104-106 effective 10 Feb 96.

Agree to Extend Enlistment (P154 and CG-3301B)

Purpose	This transaction is used for Acceptance of Agreement to Voluntarily Extend Enlistment.
Reference	<ul style="list-style-type: none">• CG Personnel Manual, COMDTINST M1000.6A, Chapter 1.G.14 Through 1.G.19.• Personnel and Pay Procedures Manual, HRSICINST M1000.2A, Chapter 3-C• Reenlistment Bonus Programs Administration, COMDTINST 7220.33
Transaction Built in SDA II	Agree To Extend Enlistment
PMIS Transaction	P154 and CG-3301B (Agreement to Extend Enlistment)
Policies and Procedures	<p>Information you need to know about this transaction::</p> <ul style="list-style-type: none">• This transaction is <u>completed</u> in SDA II upon receipt of the Career Intentions Worksheet (CG HRSIC-2045) with both the member and command approval signatures. However, this transaction should not be <u>approved</u> in SDA II until the PERSRU receives the signed Agreement to Extend Enlistment (CG-3301B).• The effective date for regular extensions will be the date the CG-3301B is signed by the member and person witnessing the oath. For prior service OCS candidates who must extend to meet obligated service requirements, the effective date of this transaction will be the same as the Enlistment Date on the Enlistment Contract transaction. In this case the effective time of the P154 transaction must be at least five minutes prior to the effective time of the initial Reporting Endorsement transaction.• A Begin Extension transaction (P198) must be submitted and approved in SDA II on the day the extension begins. The effective date must be on or prior to date of current enlistment expires.• If this transaction is being submitted following a member's Voluntary/Involuntary Retention transaction (P176), then this transaction (P154) and the Begin Extension transaction (P198) shall have the same effective date.• The Agree to Extend Enlistment transaction is used for both first extension of enlistment or re-extensions of enlistment. When the "Number of Extension This Enlistment" Field is 1, a P154 is built. When the "Number of Extension This Enlistment" Field is other than "1", then a P159 is built.

Continued on next page

Agree to Extend Enlistment (P154 and CG-3301B), Continued

Policies and Procedures, Continued

Information you need to know about this transaction, continued:

- If an Agreement to Extend Enlistment (CG-3301B) is **canceled** per chapter 1.G.19 of the CG Personnel Manual, COMDTINST M1000.6 (series) **do not delete the P154 transaction**. Use the Cancellation of Voluntary Extension/Re-extension transaction (P187) for this purpose.

Extension Code

A
B
C
D
E
F
G
H

Explanation

Request of Individual
School/Training requirements
Participation in Tuition Assistance Program
Duty in/out CONUS
Obligated Service for Advancement
Obligated Service for Retirement
Completion of Cruise Aboard Vessel
Authorized by CGPC (epm)

Fast Path ID and Data Entry

If not creating this transaction in an event, enter “expextag” for Fast Path ID or press “AEA” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press ‘GO’. Then press ‘GO’ again. Now begin entering information to extend enlistment.

This transaction is used for the First Acceptance to Voluntarily Extend Enlistment (First Extension of Current Enlistment)

Acceptance of Agreement to Extend/Re-extend Enlistment (Screen 1 of 2)		
<u>000-00-0000</u>	<u>BM1</u>	<u>DOE, JOHN</u>
Effective Date: <u>10/08/1997</u>	Effective Time: <u>0001</u>	Entry Type:
Number of Extension This Enlistment:	<u>1</u>	
Extension Reason Code:	<u>A</u>	(Element Code 14)
Reason for Extension:	Request of Individual	
Number of Months Extended:	<u>24</u>	(Element Code 11)
Total Months Enlistment Extended:	<u>24</u>	
Date Current Enlistment Expires:	<u>12/01/1997</u>	
New Expiration of Enlistment:	<u>12/01/1999</u>	(Element Code 12)
Name of Person Witnessing Oath:	<u>J. D. SMITH, LT, USCG</u>	
Grade/Title of Person Witnessing Oath:	<u>ADMIN OFFICER</u>	

Continued on next page

Section A
GENERAL TRANSACTIONS

Agree to Extend Enlistment (P154 and CG-3301B), Continued

**Fast Path ID
and Data
Entry,
Continued**

Field	Action
Effective Date	Enter date of acceptance.
Effective Time	Enter effective time of transaction.
Number of Extension This Enlistment	1 creates a P154, 2 or more extensions creates a P159.
Extension Reason Code	Enter the extension reason code.
Reason for Code	SDA II will automatically complete this field when the above information is provided
Number of Months Extended	Enter the number of months extended (must be less than 73).
Total Months Enlistment Extended	Enter the total months extended (must be less than 73).
Date Current Enlistment Expires	Enter the date the current enlistment expires
New Expiration of Enlistment	SDA II will automatically complete this field when the above information is provided.
Name of Person Witnessing Oath	Enter the name of the person witnessing the oath.
Grade/Title of Person Witnessing Oath	Enter the grade/title of the person witnessing the oath.

Acceptance of Agreement to Extend/Re-extend Enlistment (Screen 2 of 2)

000-00-0000

BM1

DOE, JOHN

SRB Eligibility Acknowledgment

Zone: B

Multiple: 1

ALCOAST: 189/00

Maximum SRB: 45000

Months Newly Obligated: 24

Note: Complete this section even if the member is not entitled to a reenlistment bonus.

Field	Action
Zone	Enter A, B, C or NA.
Multiple	Enter the SRB multiple under the above zone (0, 1, 1.5, 2 etc.).
ALDIST	Enter the number of the SRB ALCOAST.
Maximum SRB	Enter the maximum SRB amount authorized by the SRB ALCOAST.
Months Newly Obligated	Enter the number of months the SRB computation is based on.

Continued on next page

Agree to Extend Enlistment (P154 and CG-3301B), Continued

**PMIS/JUMPS
Effect**

The Agreement to Extend Enlistment transaction updates the following in PMIS/JUMPS:

- Segment 00 (Expected Active Duty Termination Date **for regular active duty members and expected loss date for reserve members and regular active duty members who have already met their 8 year military obligation.**)
- Segment 75 (Separation/Retention information)
- Updates page 5 (Contract and Service information) of the PMIS screens in the PMIS Data Base.

Note: If reserve members on active duty (greater than 140 days) being paid by PMIS/JUMPS receive new or amended orders further extending the active duty period, see the P191 and P192 transaction. The P159 transaction alone will not continue the reserve members active duty pay.

**Corrections
and Deletions**

Corrections and Deletions may be made to this transaction and are done in Transaction Review of the SDAII system.

Agree to Re-extend Enlistment (P159 and CG-3301B)

Purpose	This transaction is used for Acceptance of Agreement to Voluntarily Re-extend Enlistment.
Reference	<ul style="list-style-type: none">CG Personnel Manual, COMDTINST M1000.6A, Chapter 1.G.14 Through 1.G.19.Personnel and Pay Procedures Manual, HRSICINST M1000.2A, Chapter 3-CReenlistment Bonus Programs Administration, COMDTINST M7220.33
Transaction Built in SDA II	Agree To Re-extend Enlistment
PMIS Transaction	P159 and CG-3301B (Agreement to Extend Enlistment)
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">This transaction is <u>completed</u> in SDA II upon receipt of the Career Intentions Worksheet (CG HRSIC-2045) with both the member and command approval signatures. However, this transaction should not be <u>approved</u> in SDA II until the PERSRU receives the signed Agreement to Extend Enlistment (CG-3301B).The effective date for re-extensions will be the date the CG-3301B is signed by the member and person witnessing the oath.A Begin Re-extension transaction (P199) must be submitted and approved in SDA II on the day the re-extension begins.The Acceptance of Agreement to Extend/Re-extend Enlistment transaction is used for both first extension of enlistment or re-extension's of enlistment. When the "Number of Extension This Enlistment" Field is 1, a P154 is built. When the "Number of Extension This Enlistment" Field is other than "1", then a P159 is built.If an Agreement to Extend Enlistment (CG-3301B) is canceled per chapter 1.G.19 of the CG Personnel Manual, COMDTINST M1000.6 (series) do not delete the P159 transaction. <u>Use the Cancellation of Voluntary Extension/Re-extension transaction (P187) for this purpose.</u>If this transaction is being submitted following a member's Voluntary/Involuntary retention (after a P176 transaction), then this P159 transaction and the begin voluntary reextension transaction P199 must have the same effective date. The effective date must be prior to date current enlistment expires.

<u>Extension Code</u>	<u>Explanation</u>
A	Request of Individual
B	School/Training requirements
C	Participation in Tuition Assistance Program
D	Duty in/out CONUS
E	Obligated Service for Advancement
F	Obligated Service for Retirement
G	Completion of Cruise Aboard Vessel
H	Authorized by CGPC (epm)

Section A
GENERAL TRANSACTIONS

Agree to Re-extend Enlistment (P159 and CG-3301B), Continued

Fast Path ID and Data Entry If not creating this transaction in an event, enter “expextag” for Fast Path ID or press “AEA” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press <F1>. Then press <F1> again. Now begin entering information to extend enlistment.

Acceptance of Agreement to Extend/Re-extend Enlistment (Screen 1 of 2)		
000-00-0000	ET2	SMITH, JANE
Effective Date: 10/14/1997	Effective Time: 0001	Entry Type:
Number of Extension This Enlistment:	2	
Extension Reason Code:	A	(Element Code 14)
Reason for Extension:	Request of Individual	
Number of Months Extended:	36	(Element Code 24)
Total Months Enlistment Extended:	60	(Element Code 26)
Date Current Enlistment Expires:	01/15/1998	
New Expiration of Enlistment:	01/15/2001	(Element Code 25)
Name of Person Witnessing Oath:	J. D. SMITH, LT, USCG	
Grade/Title of Person Witnessing Oath:	ADMIN OFFICER	

Field	Action
Effective Date	Enter the effective date of transaction.
Effective Time	Enter effective time of transaction.
Number of Extension This Enlistment	1 creates a P154, 2 or more creates a P159.
Extension Reason Code	Enter the extension reason code.
Number of Months Extended	Enter the number of months extended (must be less than 73).
Total Months Enlistment Extended	Enter the total months extended (must be less than 73).
Date Current Enlistment Expires	Enter data or press F4 to end.
Name of Person Witnessing Oath	Enter the name of the person witnessing the oath.
Grade/Title of Person Witnessing Oath	Enter the grade/title of the person witnessing the oath.

Acceptance of Agreement to Extend/Re-extend Enlistment (Screen 2 of 2)		
000-00-0000	ET2	SMITH, JANE
SRB Eligibility Acknowledgment		
Zone:	A	Note: Complete this section even if the member is not entitled to a reenlistment bonus.
Multiple:	3	
ALCOAST	189/00	
Maximum SRB:	45000	
Months Newly Obligated:	36	

Field	Action
Zone	Enter A, B, C or NA.
Multiple	Enter the SRB multiple under the above zone (0, 1, 1.5, 2 etc.).
ALCOAST	Enter the number of the SRB ALCOAST.
Maximum SRB	Enter the maximum SRB amount authorized by the SRB ALCOAST.
Months Newly Obligated	Enter number of months the SRB computation is based on.

Continued on next page

Agree to Re-extend Enlistment (P159 and CG-3301B), Continued

**PMIS/JUMPS
Effect**

The Agreement to Re-extend Enlistment transaction updates the following in PMIS/JUMPS:

- Segment 00 (Expected Active Duty Termination Date **for regular active duty members and expected loss date for reserve members and regular active duty members who have already met their 8 year military obligation**).
- Segment 75 (Separation/Retention information)
- Updates page 5 (Contract and Service information) of the PMIS screens in the PMIS Data Base.

Note: If reserve members on active duty (greater than 140 days) being paid by PMIS/JUMPS receive new or amended orders further extending the active duty period, see the P191 and P192 transaction. The P159 transaction alone will not continue the reserve members active duty pay.

**Corrections
and Deletions**

Corrections and Deletions may be made to this transaction and are done in Transaction Review of the SDAII system.

Retained Beyond Normal Expiration of Enlistment (P176)

Purpose	This transaction is used for an Enlisted member's Retention Beyond Normal Expiration of Enlistment.
Reference	<ul style="list-style-type: none">• CG Personnel Manual, COMDTINST M1000.6A, Chapter 12-B-11• Personnel and Pay Procedures Manual, HRSICINST M1000.2A, Chapter 3-C.• CG Pay Manual, COMDTINST M7220.29, Chapter 2-L
Transaction Built in SDA II	Retained Beyond Normal Expiration of Enlistment.
PMIS Transaction	P176
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• Research the EXP-AD-TERM-DT (Expected Active Duty Termination Date) on Segment 00 prior to completing this transaction. If the date shown is incorrect, contact HRSIC (MAS) for guidance.• For regular active duty members this transaction will retain the member on active duty. For members in confinement pay and allowances will be suspended.• For reserve members this transaction will extend the EXP-LOSS-DT (Expected Loss Date) only. <u>It may be necessary to submit a P191, P192, or L68C transaction to report additional active duty authorized.</u>• When submitting this transaction on the same day as a Release from Active Duty (RELAD) transaction, the effective time of the RELAD transaction must be at least 5 minutes later than the effective time of this transaction.• Refer to the CG Pay Manual, Chapter 2-L prior to answering yes or no to increase basic pay by 25%.• Statement and/or signature of the member may be required. Refer to CG Personnel Manual, Chapter 12-B-11.

Continued on next page

Section A
GENERAL TRANSACTIONS

Retained Beyond Normal Expiration of Enlistment (P176), Continued

**Policies and
Procedures,
continued**

<u>Retention Reason Code</u>	<u>Reason For or Circumstances of Retention</u>	<u>Coast Guard Personnel Manual Reference</u>	<u>Maximum Allowable Personnel Retention Period</u>
J	War or National Emergency	12-B-11c	6 months after war or other national emergency is expected to end.
K	Crewmember on Cutter at sea	12-B-11d	Date Cutter is expected to arrive at an INCONUS port.
L	Stationed ASHORE in a Foreign Country	12-B-11e	3 months.
M	Undergoing medical treatment for service connected injury or disease	12-B-11f	6 months (see notes 1 and 2).
N	Awaiting or undergoing trial by court-martial	12-B-11h	Date court-martial is expected to be acted upon by supervisory authority.
O	Detention for public interest, as member is: *Witness in proceeding *Performing flood, hurricane, emergency duty.	12-B-11i	30 days.
P	Awaiting review by administrative discharge or reenlistment board	12-B-11j	Date board action is expected to be acted upon by final reviewing authority.

Note 1: Retention's for medical reasons should be recorded for a period of 6 months. This will prevent unnecessary interruptions of pay and the need for additional PMIS transactions. However, the member shall be separated immediately upon resolution of the medical situation.

Note2: Retentions of members approved for retirement are very restrictive and require the approval of Coast Guard Personnel Command. See articles 12.C.3, 12.C.9c, and 12.C.11c of the CG Personnel Manual.

**Fast Path ID
and Data Entry**

If not creating this transaction in an event, enter "expretn" for Fast Path ID or press "AEF" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. Then press 'GO' again. Now begin entering information to extend enlistment.

Retained Beyond Normal Expiration of Enlistment (Screen 1 of 1)

000-00-0000 YN3 JONES, TOM

Date Retention Begins: 09/21/1997 Effective Time: 0001 Entry Type:

Note: Enter the effective date the member's retention will begin.
This date should be the day after the active duty member's
Expected Active Duty Termination Date or if a reservist
then the day after the reserve member's current Expected Loss Date.

Enter the number of months of the retention: 03

Estimated Expiration of Retention Date: 12/20/1997 **(Element Code 12)**

Retention Reason Code: M **(Element Code 14)**

Increase basic pay by 25%: no **(Element Code 23)**

Continued on next page

Retained Beyond Normal Expiration of Enlistment (P176), Continued

**PMIS/JUMPS
Effect**

- This transaction updates the following in PMIS/JUMPS:
- Segment 00 (expected active duty termination date **for regular active duty members and expected loss date for reserve members**
- Segment 75 (Separation/Retention information)
- Updates page 5 (Contract and Service information) of the PMIS screens in the PMIS Data Base.

**Corrections
and Deletions**

Corrections and Deletions may be made to this transaction and are done in Transaction Review of the SDAII system.

Cancellation of Previously Reported Agreement to Voluntary Extend/Re-extend Enlistment Transactions (P187)

Purpose	This transaction is used for Cancellation of Previously Reported Agreement to Voluntary Extend/Re-extend Enlistment Transactions for an Enlisted member.
Reference	<ul style="list-style-type: none">CG Personnel Manual, COMDTINST M1000.6A, Chapter 1.G and/or 1.H.
Transaction Built in SDA II	Cancellation of Previously Reported Agreement to Voluntary Extend/Re-extend Enlistment Transactions
PMIS/JUMPS Transaction	P187
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">Review the CG Personnel Manual, Chapters 1.G prior to submitting this transaction.The effective date will be the day a voluntary extension or re-extension is canceled. This should also be the date prior to the reenlistment transaction or extension/re-extension transaction (if the member is re-enlisting or extending for a greater period of time).
Fast Path ID and Date Entry	If not creating this transaction in an event, enter “expcan” for Fast Path ID or press “AEG” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press ‘GO’. Then press ‘GO’ again. Now begin entering information to extend enlistment.

Very Important

1. The P187 **stand-alone** transaction should not be used for a member who is canceling an extension/re-extension to reenlist for a greater period of time. The discharge for immediate reenlistment event must be used if member is re-enlisting. A P187 transaction exits in the discharge to immediate reenlistment event for the sole purpose of canceling an extension/re-extension to reenlist for a greater period of time without requiring the user to wait until the next SDA II download to modify the member’s EOE (end of enlistment).
2. If the member is canceling an extension/re-extension to extend for a greater period of time, you must use this P187 transaction and the agreement to extend enlistment transaction (P154/P159) together. **Very Important:** Ensure both transactions process together in the same PMIS/JUMPS update cycle or the member may experience interrupted pay.

Continued next page

Section A
GENERAL TRANSACTIONS

Cancellation of Previously Reported Agreement to Voluntary Extend/Re-extend Enlistment Transactions (P187), Continued

**Fast Path ID
and Date Entry,
continued**

Cancel Extension of Enlistment Transactions (Screen 1 of 1)		
000-00-0000	DC1	SHORE, JOHN
Stat	Options	Transactions
<u>I</u>	Required	Cancellation of voluntary extension/re-extension?
<u>N</u>		Stop Selective Reenlistment Bonus (SRB)?

Cancellation of Voluntary Extension/Re-extension (Screen 1 of 1)		
000-00-0000	DC1	SHORE, JOHN
Date of Cancellation: <u>12/21/1997</u> Effective Time: <u>0001</u> Entry Type:		
<p>Note: This date must be before the extension/re-extension would of went into effect. This date should also be the date prior to the reenlistment transaction or extension/re-extension transaction (if member is re-enlisting or extending for a greater period of time).</p>		
<p>Return Expiration of Enlistment To: <u>02/14/98</u> (Element code 12)</p>		
<p>Note: Ensure that the date that is being input is the old expiration date that was in effect prior to the extension or re-extension. Producing this transaction will cancel all extensions/re-extensions that have not <u>began</u>.</p>		

Field	Action
Date of Cancellation	Enter the date the extension/reextension was cancelled.
Time	Enter effective time of personnel action transaction.
Return Expiration of Enlistment To	Enter the old expiration of enlistment date that was prior to extension/ reextension.

**PMIS/JUMPS
Effect**

The Cancellation of Previously Reported Agreement to Voluntary Extend/Re-extend Enlistment Transaction updates the following in PMIS/JUMPS:

- Segment 00 (expected active duty termination date **for regular active duty members and expected loss date for reserve members**)
- Segment 75 (Separation/Retention information)
- Updates page 5 (Contract and Service information) of the PMIS screens in the PMIS Data Base.

**Corrections
and Deletions**

Corrections and Deletions may be made to this transaction and are done in Transaction Review of the SDAII system.

Report Additional Active Duty Authorized (P192)

**For Recalled Retirees
(Regular or Reserve), see the P192
transaction in Reserve Unique
Transactions, Section 2-B.**

Immediate Recall From Retirement With No Break In Service (P193)

Purpose	This transaction is used to record that a regular Coast Guard active duty member is being retired and immediately recalled to active duty <u>with no break in service</u> .
Reference	<ul style="list-style-type: none">• Personnel and Pay Procedures Manual, HRSICINST M1000.2A, Chapter 3-C.• CG Pay Manual, COMDTINST M7220.29 (series), Chapter 2-E-6• CG Personnel Manual, COMDTINST M1000.6 (series), Chapter 7-A-20• Separation Program Designator (SPD) Codes Handbook.
Transaction Built in SDA II	Immediate recall from retirement with no break in service.
PMIS/JUMPS Transaction	P193
Policies and Procedures	<p>Information you need to know about this transaction.</p> <ul style="list-style-type: none">• Break in Service: This transaction will only be used when there is no break in service. If there is a break in service (more than 24 hours) use the “recall from retirement with break in service - enlisted” or “recall from retirement with break in service - officer” transaction.• No Break in Service: Do <u>not</u> prepare a Retirement Orders Transaction (L68C) when this transaction is used.• Waiver: Chapter 2-E-6 of the Coast Guard Pay Manual, provides that recalled retired members must execute a Waiver of Pension/Disability Compensation or Retired Pay prior to receiving active duty pay. The option to print the waiver statement is given upon completion of data entry in SDAII. See the “sample waiver” on page 2-A-34 for example. The <u>original</u> executed waiver must be mailed to HRSIC (RAS).• Lump Sum Leave Payment: Coast Guard members who retire and are immediately recalled to active duty are not authorized a lump sum leave payment. All leave must be carried forward. This transaction will automatically carry leave forward on the member when it successfully processes in PMIS/JUMPS. See the Coast Guard Personnel Manual, Chapter 7-A-20.

Continued on next page

Immediate Recall From Retirement With No Break In Service (P193), Continued

**Policies and
Procedures,
Continued**

Note: Upon completion of the active duty period established by this transaction, the Release from Active Duty event will be completed. Leave can be sold in the Release from Active Duty event when placing the member back into full time retired status.

- **Extensions on Active Duty:** Do not use this transaction to report extensions of active duty periods for members who have already been recalled from retirement. In those cases use the “report additional active duty authorized” (P192) transaction.
- **Effective Date:** This will always be the day prior to the members first day of retirement. When the user enters a date here, SDA II will automatically calculate the “effective date of retirement”.
- **New Expected Active Duty Termination Date:** This is the member’s new active duty termination date. When a date is entered here, SDA II will automatically calculate (in days) the “term of active duty authorized”.
- **Retirement Code:** This is normally on the members retirement orders or use the Help Wheel (F2) for a list of all retirement codes.
- **Effective Date of Retirement:** This will always be the member’s actual date of retirement as stated on the retirement orders. SDA II automatically calculates this from the date entered in “effective date”.
- **Separation Program Designator:** This will be on the member’s retirement orders or use the SPD handbook for correct code.
- **Term of Active Duty Authorized:** Number of days (day for day basis) will be expressed here. When a date is entered in “new expected active duty termination date”, SDA II will automatically calculate the “term of active duty authorized”.
- **Active Duty Pay:** CGPC (opm) or (epm) as appropriate will submit a Personnel Change form in PMIS/JUMPS to update the members “expected loss date”. If time permits, the member’s PERSRU should precede this transaction with a Statement of Intent (SOI) transaction to ensure uninterrupted active duty pay.

Continued on next page

Immediate Recall From Retirement With No Break In Service (P193), Continued

Fast Path ID and Data Entry If not creating this transaction in an event, enter “P193 for Fast Path ID or press “ADE” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press ‘GO’. Then press ‘GO’ again. Now begin entering information to recall a member from retirement.

Retiree Recalled to Active Duty (Screen 1 of 1)		
000-00-0000	LCDR	DOE, BARBARA
Effective Date: <u>11/30/1997</u>	Effective Time: <u>0001</u>	
New Expected Active Duty Termination Date: <u>11/30/1998</u>	(Element Code 01)	
Retirement Code: <u>A</u>	(Element Code 50)	
Effective Date of Retirement: <u>12/01/1997</u>	(Element Code 51)	
Separation Program Designator: <u>RBD</u>	(Element Code 52)	
Term of Active Duty Authorized: <u>365</u>	(Element Code 77)	

Field	Action
Effective Date	Enter the date prior to the member’s first date of retirement.
Effective time	Enter the effective time of personnel action transaction.
New Expected Active Duty Termination Date	Enter expected active duty termination date.
Retirement Code	Enter the code of the title and section member retired under. Press <F2> for help wheel and a list of the codes.
Effective Date of Retirement	Enter the effective date of retirement.
Separation Program Designator	Enter the separation program designator. See the SPD handbook for list of codes.
Term of Active Duty Authorized	Enter the total number of days of active duty ordered to.

PMIS/JUMPS Effect The Immediate Recall From Retirement with No Break in Service transaction updates the following in PMIS/JUMPS:

- Segment 00 (expected active duty termination date)
- Segment 57 (status code)
- Segment 75 (Separation/Retention information)
- Updates page 5 (Contract and Service information) of the PMIS screens in the PMIS Data Base.

Corrections and Deletions Corrections and Deletions may be made to this transaction and are done in Transaction Review of SDA II.

Continued on next page

Section A
GENERAL TRANSACTIONS

**Immediate Recall From Retirement With No Break In Service
(P193), Continued**

Waiver of retired pay

NAME: _____

ADDRESS: _____

CITY _____

STATE _____ ZIP CODE: _____

I hereby waive my retired pay for the period _____ through _____
During which time I will be serving on active duty.

Signature

Social Security Number

Date

Mail to: COMMANDING OFFICER (RAS)
 USCG HUMAN RESOURCES
 SERVICE & INFORMATION CENTER
 444 SE QUINCY ST
 TOPEKA KS 66683-5391

Begin Extension of Enlistment (P198)

Purpose	This transaction is used to begin service under a voluntary extension of enlistment.
Reference	<ul style="list-style-type: none">• Personnel and Pay Procedures Manual, HRSICINST M1000.2A, Chapter 3-C.• CG Pay Manual, COMDTINST M7220.29 (series), Chapter 2-I and 10-A• CG Personnel Manual, COMDTINST M1000.6 (series), Chapter 7.
Transaction Built in SDA II	Begin extension of enlistment.
PMIS/JUMPS Transaction	P198
Policies and Procedures	<p>Information you need to know about this transaction.</p> <ul style="list-style-type: none">• Effective Date: Will be the date the voluntary extension of enlistment begins. This transaction must have been preceded by the submission of the “agree to extend enlistment (P154)” transaction. If you are submitting this transaction following a “retained beyond normal expiration of enlistment transaction (P176)”, then this “begin extension of enlistment (P198)” transaction and the “agree to extend enlistment (P154)” transaction <u>must have the same effective date</u>. This is also the same date the member becomes qualified for extension of enlistment. The effective date must be on or prior to date current enlistment expires.• New Expiration of Enlistment Date: This will be the <u>new</u> expiration of enlistment date. If the member has already accepted a voluntary re-extension transaction and submitted in PMIS/JUMPS, the new expiration of enlistment date <u>will be the date the re-extension expires</u>. Also, deductible time (if any) is added to the expiration of enlistment date in determining the new expiration of enlistment.• Number of Days Excess Leave: This is used to show the member is in an excess leave status. Review chapter 2-I of the CG Pay Manual if the member has excess leave when completing this portion of the transaction. If the member is in an excess leave status, it is recommended they be counseled on how excess leave debits will effect their pay.• Days of <u>Saved Leave the Member Elects to Sell</u> & Days of <u>Regular Leave the Member Elects to Sell</u>: Members are entitled to sell leave on their <u>first extension of the current enlistment</u>. Review chapter 10-A of the CG Pay Manual prior to completing this portion of the transaction. As a reminder, If a member sells leave in connection with their first extension, payment will be included in the end of month pay following successful processing in PMIS/JUMPS.
Fast Path ID and Data Entry	<p>If not creating this transaction in an event, enter “expextbe” for Fast Path ID or press “AEB” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press <F1>. Enter a “Y” in begin service under voluntary extension of enlistment transaction. Press <F1> again. Now begin entering information to begin extension of enlistment.</p> <p>Note: In the first screen you will see (above) you have the option to choose Re-extension or Extension. This transaction will be for an <u>Extension</u>.</p>

Continued on Next Page

Section A
GENERAL TRANSACTIONS

Begin Extension of Enlistment (P198), Continued

Begin Extension of Enlistment Transaction (Screen 1 of 1)		
000-00-0000	BM1	DOE, JOHN
Stat	Options	Transactions
N		Begin Service Under Voluntary Re-extension of Enlistment?
I <u>Y</u>		Begin Service Under Voluntary Extension of Enlistment?

Field	Action
Begin Service Under Voluntary Reextension of Enlistment	Enter yes if this is a Begin Reextension.
Begin Service Under Voluntary Extension of Enlistment	Enter yes if this is a Begin Extension.

Begin Service Under Voluntary Extension of Enlistment (Screen 1 of 1)		
000-00-0000	BM1	DOE, JOHN
Date Voluntary Extension Begins: <u>12/02/1997</u>	Time: <u>0001</u>	Entry Type:
New Expiration of Enlistment Date : <u>12/01/99</u>		(Element Code 01)
<p>Note: If a voluntary re-extension (P159) has been input prior to the voluntary extension begin date, then the New Expiration of Enlistment Date will be the date the re-extension ends. Also, deductible time is added to expiration of enlistment date in determining the new expiration of enlistment date.</p>		
Number of days of excess leave:	<u>0.0</u>	(Element Code 05)
Days of Saved Leave the member elects to sell:	<u>0.0</u>	(Element Code 07)
Days of Regular Leave the member elects to sell:	<u>0.0</u>	(Element Code 08)

Field	Action
Date Voluntary Extension Begins	Enter the date the voluntary extension begins.
Time	Enter effective time of personnel action transaction.
New Expiration of Enlistment Date	Enter the New Expiration of Enlistment Date.

Note: The “Agree to Extend Enlistment (P154) transaction should have been completed prior to this transaction. If it was not input into PMIS/JUMPS the following message will appear on the SDA II screen when you have finished entering the information above and press go.”

“The system does not recognize a first extension on the mbr. Need to check AMDHAL. You might need to do a first extension on the member”

PMIS/JUMPS Effect The Begin Extension of Enlistment transaction updates the following in PMIS/JUMPS:

- Segment 62 (leave sold/carried forward)
- Segment 75 (Separation/Retention information)
- Updates page 5 (Contract and Service information) of the PMIS screens in the PMIS Data Base.

Corrections and Deletions Corrections and Deletions may be made to this transaction and are done in Transaction Review of SDA II.

Begin Re-extension of Enlistment (P199)

Purpose	This transaction is used to begin service under a voluntary re-extension of enlistment.
Reference	<ul style="list-style-type: none">• Personnel and Pay Procedures Manual, HRSICINST M1000.2A, Chapter 3-C.• CG Pay Manual, COMDTINST M7220.29 (series), Chapter 2-I and 10-A• CG Personnel Manual, COMDTINST M1000.6 (series), Chapter 7.
Transaction Built in SDA II	Begin re-extension of enlistment.
PMIS/JUMPS Transaction	P199
Policies and Procedures	<p>Information you need to know about this transaction.</p> <ul style="list-style-type: none">• Effective Date: Will be the date the voluntary re-extension of enlistment begins. This transaction must have been preceded by the submission of the “agree to re-extend enlistment (P159)” transaction. If you are submitting this transaction following a “retained beyond normal expiration of enlistment transaction (P176)”, then this “begin re-extension of enlistment (P199)” transaction and the “agree to re-extend enlistment (P159)” transaction <u>must have the same effective date</u>. This is also the same date the member becomes qualified for re-extension of enlistment. The effective date must be on or prior to date current enlistment expires.• New Expiration of Enlistment Date: This will be the <u>new</u> expiration of enlistment date. If the member has already accepted additional voluntary re-extension transactions and submitted in PMIS/JUMPS, the new expiration of enlistment date <u>will be the date all the re-extensions expire</u>. Also, deductible time (if any) is added to the expiration of enlistment date in determining the new expiration of enlistment.• Member is not entitled to sell any leave on a re-extension.

Continued on next page

Begin Re-Extension of Enlistment (P199), Continued

Fast Path ID and Data Entry

If not creating this transaction in an event, enter “expextbe” for Fast Path ID or press “AEB” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press ‘GO’. Enter a “Y” in begin service under voluntary re-extension of enlistment transaction. Then press ‘GO’. Now begin entering information to begin re-extension of enlistment.

Note: In the first screen you will see (above) you have the option to choose Re-extension or Extension. This transaction will be for a Re-extension.

Begin Extension of Enlistment Transaction (Screen 1 of 1)		
000-00-0000	ET2	SMITH, JANE
Stat	Options	Transactions
I Y	Begin Service Under Voluntary Re-extension of Enlistment?	
N	Begin Service Under Voluntary Extension of Enlistment?	

Begin Service Under Voluntary Re-extension of Enlistment (Screen 1 of 1)		
000-00-0000	ET2	SMITH, JANE
Date Voluntary Re-Extension Begins: <u>01/16/1998</u> Time: <u>0001</u> Entry Type:		
New Expiration of Enlistment Date : <u>01/15/01</u> (Element Code 01)		
Note: If additional re-extensions (P159) have been input prior to this voluntary re-extension begin date, the new expiration of enlistment date will be the date all re-extensions expire. Also, deductible time is added to expiration or enlistment date in determining the new expiration of enlistment date.		

Note: The “Agree To Re-extend Enlistment (P159) transaction should have been completed prior to this transaction. If it was not input into PMIS/JUMPS the following message will appear on the SDA II screen when you have finished entering the information above and have pressed <go>.

“The system does not recognize a re-extension on the member. Are you sure you want this to be a begin RE-EXTENSION? Please check AMDHAL”.

Field	Action
Date Voluntary Re-Extension Begins	Enter the date the voluntary re-extension begins.
Time	Enter effective time of personnel action transaction.
Entry Type	This is not updateable
New Expiration of Enlistment Date	Enter the new Expiration of Enlistment date.

Continued on next page

Begin Re-Extension of Enlistment (P199), Continued

**PMIS/JUMPS
Effect**

The Begin Re-extension of Enlistment transaction updates the following in PMIS/JUMPS:

- Segment 75 (Separation/Retention information)
- Updates page 5 (Contract and Service information) of the PMIS screens in the PMIS Data Base.

**Corrections
and Deletions**

Corrections and Deletions may be made to this transaction and are done in Transaction Review of SDA II.

Discharge (P203)

**The Discharge (P203) transaction
is in Chapter 8 (event preparation)**

Appointment Terminated (P214)

**The Appointment Terminated (P214)
transaction is in the Discharge event in
Chapter 8 (event preparation)**

**Resumption of Enlisted Status upon Termination as
A Temporary Officer (P216)**

**For a member who will resume
enlisted status upon termination as a
temporary officer, Contact
HRSIC/MAS for Guidance**

Record Reserve MGIB Eligibility Status (P230)

**The P230 transaction is in Reserve
Unique Transactions,Section 2-B.**

Declare Member Missing (P231)

Purpose	This transaction is used when declaring a member missing.
Reference	<ul style="list-style-type: none">• CG Pay Manual, COMDTINST M7220.29, Chapter 9• CG Personnel Manual, COMDTINST M1000.6 (series), Chapter 8• CG Pay and Personnel Procedures Manual, HRSICINST M1000.2 (series), Chapter 10-B
Transaction Built in SDA II	Declare Member Missing.
PMIS/JUMPS Transaction	P231
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• Effective time and date will be the date a member is declared missing. The correct time must be used.• Active duty pay and allowances will continue for regular Coast Guard members and reserve members on extended active duty. For regular and reserve members a Retained Beyond Normal Expiration of Enlistment (P176) transaction may also be required to extend expiration of enlistment (i.e, expected active duty termination date for active duty members and expected loss date for reserves).• For reserve members on active duty for 140 days or more, it may be necessary to submit an Amend Reserve Expected Active Duty Termination Date (P191) transaction to extend the period of active duty authorized.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter “P231” for Fast Path ID or press “BCC” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press ‘GO’. Then press ‘GO’ again. Now begin entering information to declare a member missing.

Declare Member Missing (Screen 1 of 1)		
000-00-0000	QM2	GOODBYE, JOSEPH
Effective Date: <u>10/16/1997</u>	Effective Time: <u>0001</u>	Entry Type:

Field	Action
Effective Date	Enter the date the member was declared missing.
Effective Time	Enter the effective time.
Entry Type	This is not an updateable field.

Continued on next page

Declare Member Missing (P231), Continued

**PMIS/JUMPS
Effect**

The declare member missing transaction updates the following in PMIS/JUMPS:

- Segment 57 (status code)

**Corrections
and Deletions**

Only deletions may be made to this transaction, and are done in Transaction Review of the SDA II system.

Return Member from Missing (P232)

Purpose	This transaction is used when returning a member from missing status.						
Reference	<ul style="list-style-type: none">CG Pay Manual, COMDTINST M7220.29, Chapter 9CG Personnel Manual, COMDTINST M1000.6 (series), Chapter 8CG Pay and Personnel Procedures Manual, HRSICINST M1000.2 (series), Chapter 10-B						
Transaction Built in SDA II	Return Member From Missing.						
PMIS/JUMPS Transaction	P232						
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">Effective time and date will be the date a member's new status becomes effective. The correct time must be used.Submit this transaction only when a declare member missing (P231) transaction has been previously submitted.Determination of the member to be, or has been UA, deserter, or dead, delete previously submitted declare member missing (P231) transaction and submit the appropriate transaction to reflect the members status. The "declare member missing" and "return member from missing" transactions apply only when status of absence is determined to be missing.						
Fast Path ID and Data Entry	<p>If not creating this transaction in an event, enter "P232" for Fast Path ID or press "BCE" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. Then press 'GO' again. Now begin entering information to return member from missing status.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"><p style="text-align: center;">Return Member from Missing (Screen 1 of 1)</p><p style="text-align: center;">000-00-0000 QM2 GOODBYE, JOSEPH</p><p>Effective Date: <u>11/12/1997</u> Effective Time: <u>0001</u> Entry Type:</p></div> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="text-align: center;">Field</th><th style="text-align: center;">Action</th></tr></thead><tbody><tr><td style="text-align: center;">Effective Date</td><td>Enter effective date the member returned from a missing status.</td></tr><tr><td style="text-align: center;">Effective Time</td><td>Enter the effective time.</td></tr></tbody></table>	Field	Action	Effective Date	Enter effective date the member returned from a missing status.	Effective Time	Enter the effective time.
Field	Action						
Effective Date	Enter effective date the member returned from a missing status.						
Effective Time	Enter the effective time.						
PMIS/JUMPS Effect	<p>The return member from missing transaction updates the following in PMIS/JUMPS:</p> <ul style="list-style-type: none">Segment 57 (status code)						
Corrections and Deletions	Only deletions may be made to this transaction, and are done in Transaction Review of the SDA II system.						

Declare Member A Deserter (P240)

Purpose	This transaction is used when declaring a member a deserter.
Reference	<ul style="list-style-type: none">CG Pay Manual, COMDTINST M7220.29, Chapter 2CG Personnel Manual, COMDTINST M1000.6 (series), Chapter 8CG Pay and Personnel Procedures Manual, HRSICINST M1000.2 (series), Chapter 10-B
Transaction Built in SDA II	Declare Member a Deserter.
PMIS/JUMPS Transaction	P240
Policies and Procedures	Information you need to know about this transaction: <ul style="list-style-type: none">Effective date should be the 30th calendar day of a member's absence, unless declared a deserter earlier in accordance with the CG Personnel Manual, Chapter 8. Effective time is required.Active duty pay and allowances: See chapters 2 of the CG Pay Manual for rules governing pay entitlements for a deserter.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter "P240" for Fast Path ID or press "AIF" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. Then press 'GO' again. Now begin entering information to declare a member a deserter.

Declare Member a Deserter (Screen 1 of 1)			
000-00-0000	SA	DESERTER, JOHN	
Effective Date: <u>11/18/1997</u>	Effective Time: <u>0001</u>	Entry Type:	

Field	Action
Effective Date	Enter the date the member was declared a deserter.
Effective Time	Enter the effective time.
Entry Type	This is not an updateable field.

PMIS/JUMPS Effect	The declare member a deserter transaction updates the following in PMIS/JUMPS: <ul style="list-style-type: none">Segment 57 (status code)
Corrections and Deletions	Only deletions may be made to this transaction, and are done in Transaction Review of the SDA II system.

Cancel Enlistment (P253)

**The Cancel Enlistment (P253)
transaction is in the Discharge event in
Chapter 8 (event preparation)**

Report Death Of A Member (P266)

- Purpose** This transaction is used to report a member died.
- Reference**
- CG Pay Manual, COMDTINST M7220.29, Chapter 10
 - CG Personnel Manual, COMDTINST M1000.6 (series), Chapter 18
 - CG Pay and Personnel Procedures Manual, HRSICINST M1000.2 (series), Chapter 6

Transaction Built in SDA II Report Death of a Member.

PMIS/JUMPS Transaction P266

- Policies and Procedures** Information you need to know about this transaction:
- **Effective time** is required.
 - **Active duty pay and allowances** will stop on the day death occurs.

Fast Path ID and Data Entry If not creating this transaction in an event, enter “P266” for Fast Path ID or press “BCB” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press ‘GO’. Then press ‘GO’ again. Now begin entering information to declare a member a deserter.

Death of a Member (Screen 1 of 1)		
000-00-0000	FN	DOE, DONALD
Effective Date: <u>11/19/1997</u>	Effective Time: <u>0001</u>	Entry Type:

Field	Action
Effective Date	Enter the date of death.
Effective Time	Enter the effective time.
Entry Type	This is not an updateable field.

- PMIS/JUMPS Effect** The report death of a member transaction updates the following in PMIS/JUMPS:
- All segments in the member’s JUMPS account will close. Pay and allowances and all allotments stop.

Corrections and Deletions Only deletions may be made to this transaction, and are done in Transaction Review of the SDA II system.

Change Qualification Code for Enlisted Personnel (304)

(Add and/or Delete Qual Codes)

Purpose	This transaction is used to add and/or delete qualification codes for enlisted personnel.
Reference	<ul style="list-style-type: none">• CG Pay and Personnel Procedures Manual, HRSICINST M1000.2 (series), Chapter 4-C• Enlisted Qualification Codes Manual, M1414.9 (series)
Transaction Built in SDA II	Change Qualification Code for Enlisted Personnel.
PMIS/JUMPS Transaction	304
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• Effective date will be the date this transaction is prepared.• Qualification code date will be the date it was assigned to the member. You may <u>add up to 4</u> and <u>delete up to 4 qualification codes per transaction</u>. If more changes are needed, submit an additional transaction with a later effective time.• Maximum number of qualification codes that can be recorded in PMIS/JUMPS on a member is 12.• Always check PMIS/JUMPS Online Inquiry page 9 (Education & Training Information) of the PMIS data base prior to completing this transaction. This is to ensure adding or deleting a qualification code will not be duplicated and to check the maximum amount of 12 qual codes will not be exceeded. <p>Delete existing qualification codes on a member by answering “Y” under “Delete” in screen 1 of 1 of this transaction.</p>

Continued on next page

Change Qualification Code for Enlisted Personnel (304), Continued

(Add and/or Delete Qual Codes)

**Fast Path ID
and Data
Entry**

If not creating this transaction in an event, enter “304-Q” for Fast Path ID or press “BBF” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press ‘GO’. Then press ‘GO’ again. Now begin entering information to change add and/or delete qualification codes for enlisted personnel.

Change Qualification Code for Enlisted Personnel (Screen 1 of 1)					
000-00-0000		GM3	CANNON, JOHN		
Effective Date: <u>11/19/1997</u>		Effective Time: <u>0001</u>	Entry Type:		
New Qual Code	Effective	Existing Code	Effective	Delete	
<u>ES</u>	<u>11/10/1997</u> (Element Code 86)	1. <u>ER</u>	<u>11/12/1993</u>	Y (Element code 85)	
<u>EP</u>	<u>11/10/1997</u> (Element Code 86)	2. <u>02</u>	<u>10/05/1991</u>	N (Element code 85)	
—	— / — / — (Element Code 86)	3.			
—	— / — / — (Element Code 86)	4.			
		5.			
		6.			
		7.			
		8.			
		9.			
		10.			
		11.			
		12.			

Field	Action
Effective Date	Enter effective date of transaction.
Effective Time	Enter effective time of transaction.
Entry Type	This field is not updateable.
New Qual Code/ Existing Code	A maximum of 12 qualification codes may be entered in PMIS/JUMPS. If the 12 fields on PMIS Page 9 (Online Inquiry) are full, delete an existing code when entering a new one.
Effective Date	Enter the effective date next to codes to be deleted.
Delete	Enter “Y”

Continued on next page

Change Qualification Code for Enlisted Personnel (304), Continued

**PMIS/JUMPS
Effect**

The change qualification code for enlisted personnel transaction updates the following in PMIS/JUMPS:

- Page 9 (Education & Training Information) of the PMIS screens in the PMIS Data Base and has no effect on the segments in JUMPS.

**Corrections
and Deletions**

Corrections and deletions may be made to this transaction and are done in Transaction Review of the SDA II system.

Change Aviator Qualification (304)

Purpose	This transaction is used to change an aviator's qualification code.
Reference	<ul style="list-style-type: none">CG Pay and Personnel Procedures Manual, HRSICINST M1000.2 (series), Chapter 4-CEnlisted Qualification Codes Manual, M1414.9 (series)CG Pay Manual, COMDTINST M7220.29 (series), Chapter 5
Transaction Built in SDA II	Change Aviator Qualification.
PMIS/JUMPS Transaction	304
Policies and Procedures	Information you need to know about this transaction: <ul style="list-style-type: none">Effective date will be the date this transaction is prepared.Use the help wheel (F2) to find the correct aircraft type, wing type, highest qualification, and ship - helicopter qualification for this transaction.Element codes created in this transaction are:

Element Code	Description	Element Code	Description
69	HH65	70	C4
71	C11	72	E2
73	HC130	74	HH60
76	HU16	77	HU25
78	Other Aircraft (may use up to 4 times per transaction)	79	(1 character) L = Lapsed or Q = Qualified
80	Total Rotary Time (5 digits in nearest whole hours)	81	Total flying time (5 digits in nearest whole hours)

Fast Path ID and Data Entry	If not creating this transaction in an event, enter "304-AV" for Fast Path ID or press "BBB" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. Then press 'GO' again. Now begin entering information to change an aviator's qualification code.
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Continued on next page

Section A
GENERAL TRANSACTIONS

Change Aviator Qualification (304), Continued

**Fast Path ID
and Data
Entry,
Continued**

Change Aviator Qualification (Screen 1 of 1)			
000-00-0000	LT	PILOT, JOHN	
Effective Date: 11/21/1997	Effective Time: 0001	Entry Type:	
Aviator Qualification Codes			
Aircraft Type HC130 (Element Code 69-78)	Wing Type ____ (Element code 78)	Highest Qualification AC (Element code 69-78)	
____	____	____	
____	____	____	
____	____	____	
Ship - Helicopter Qualification: Q (Element code 79)			
Total Rotary Time: 01200 (Element code 80)			
Total Flying Time: 01600 (Element code 81)			

Field	Action
Effective Date	Enter the effective date.
Effective Time	Enter 0001.
Aircraft Type	Enter the identification number of the aircraft. Help Wheel available.
Wing Type	Up to four additional fields may be used under "wing type" to indicate fixed or rotary qualifications for aircraft not listed in the help wheel under "aircraft type". Use a 5 or 6 Character Code that indicates the aircraft type, aircraft designation, and member's qualification by combining codes; such as the two following examples: <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div> <u>Wing Type</u> + F = Fixed Wing R = Rotary Wing </div> <div> <u>Aircraft Type</u> TH57 T28 </div> <div> <u>Highest Qualification Held</u> A = Aircraft Commander F = First Pilot </div> <div> <u>Element</u> FTH57A RT28F </div> </div>
Highest Qualification	Enter the two or three alpha descriptive code designation. Help Wheel available.
Ship-Helicopter Qualification	Enter whether member is: L = Lapsed or Q = Qualified.
Total Rotary Time	Enter amount in nearest whole hours.
Total Flying Time	Enter amount in nearest whole hours.

When you have completed entering the information in screen 1 of 1 above, press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

**PMIS/JUMPS
Effect**

The change aviator qualification code transaction updates the following in PMIS/JUMPS:

- Page 10 (Aviator Information) of the PMIS screens in the PMIS Data Base and has no effect on the segments in JUMPS.

**Corrections
and Deletions**

Corrections and deletions may be made to this transaction and are done in Transaction Review of the SDA II system.

Record Award Information (305)

Purpose This transaction is used to add or delete an award code.

Reference The following publications contain important information about awards and award codes. You may need to refer to them when preparing this transaction.

- Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Enclosure 10
 - Medals and Awards Manual, COMDTINST M1650.25 (series)
-

Transaction Built in SDA II Record Award Information

PMIS Transaction 305

Policies and Procedures Information you need to know about this transaction:

- The award date is the date the award was approved by the award approving authority (not the award presentation date).
 - Use the award codes in SDA II when filling out the Award Name Field.
 - This transaction may be used to add and/or delete multiple awards, so long as the total number additions and/or deletions do not exceed ten.
 - If you need to add and/or delete more than ten awards, submit an additional transaction with a later effective date.
-

Beginning the transaction Follow these steps to access the Record Award Information data input screen.

Step	Action
1	If not creating this transaction in an event, enter “305” for Fast Path ID or press “BCH” from the Main Menu Screen in SDA II.
2	Enter the member’s SSN or last name and press ‘GO’.
3	Press ‘GO’ again.

Continued on next page

Section A
GENERAL TRANSACTIONS

Record Award Information (305), Continued

Beginning the transaction
(cont'd)

Here is an example of the Record Award Information screen, which will be displayed after you complete the steps to begin the transaction

Record Award Information (Screen 1 of 1)					
000-00-0000		SABM		DOE, JOHN	
Effective Date: <u>10/06/1997</u>		Effective Time: <u>0001</u>		Entry Type:	
Additions			Deletions		
Award Name and Date			Award Name and Date		
<u>HC</u>	<u>Coast Guard Achievem</u>	<u>04/01/1997</u>	—	—	—
—	—	—	—	—	—
—	—	—	—	—	—
—	—	—	—	—	—
(See Note Below)					
Note: Add Award Name and Date creates Element Code 01.					
Delete Award Name and Date creates Element Code 02.					

Data entry

This table describes the data entry fields and allowable entries.

Field	Action
Effective Date	The effective date of the transaction is the date the transaction is being created (the system will not allow an earlier date).
Effective Time	Enter effective time of transaction.
Additions Award Name and Date	Enter the Award Code and date. See 3PM Enclosure (10).
Deletions Award Name and Date	Enter the Award Code and date to delete. You must use the same date that appears in the PMIS database (page 3), (e.g. Date in PMIS is 910800, then enter 08/00/1997 in the date field of this transaction).

PMIS/JUMPS Effect

This transaction updates the following in PMIS/JUMPS:

- Updates page 3 (Medals and Awards Information) of the PMIS screens in the PMIS Data Base and has no effects on the segments in JUMPS.

Corrections and Deletions

Corrections and Deletions can be made to this transaction and are done in Transaction Review of the SDA II system.

Report Scores from ASVAB Retest (320)

Purpose	This transaction is used to report scores from an ASVAB retest.
Reference	<ul style="list-style-type: none">• Training and Education, COMDTINST M1500.10 (series)• Personnel & Pay Procedures Manual, HRSICINST M1002. (series), Chapter 4
Transaction Built in SDA II	Report Scores From ASVAB Retest.
PMIS/JUMPS Transaction	320
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• Effective date will be the date this transaction is prepared not the retest date.• Retest date must be equal to or prior to the effective date of the transaction.• If more than 9 retest scores are used, SDA II will create 2 of these transactions with an effective time 5 minutes apart. <u>Note</u>: Each transaction can only have a total of 12 element codes. Including 99 (end). This is why SDA II will create the additional transaction when more than 9 retest scores are used. Report additional ASVAB scores will change from “N” to “Y” on screen 1 of 1 of the transaction driver (the screen displayed prior to the screen above). When a battery test.• When a battery test is administered, two test scores are produced.<ul style="list-style-type: none">a) A raw test score (which is the number of questions the member answered correctly); andb) a standard or converted score.<p>For fields 1 through 10 (or element codes 1 thru 10) use the standard, and <u>not the lower raw score</u>. The VE (Verbal Ability) score is not the actual test score, but rather a combination of the WK (Word Knowledge) and PC (Paragraph Comprehension) tests. The VE score is computed as follows:</p><ol style="list-style-type: none">1. Add the raw scores for WK and PC.2. Then use an ASVAB conversion table to convert this <u>raw</u> VE score to a <u>standard</u> VE score.• 6 months must elapse from the previous test score before a member can retest the entire ASVAB/AFQT or individual sub tests. Retest scores take precedence over scores previously entered, even if the retest scores are lower than the scores previously entered.

Continued on next page

Report Scores from ASVAB Retest (320), Continued

**Fast Path ID
and Data
Entry**

If not creating this transaction in an event, enter “reasvab” for Fast Path ID or press “BBI” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press ‘GO’. Then press ‘GO’ again. Now begin entering information to report scores from an ASVAB retest.

Report Scores from ASVAB Retest (Screen 1 of 1)		
000-00-0000	SN	SMART, MICHAEL
Effective Date: <u>11/24/1997</u>	Effective Time: <u>0001</u>	Entry Type:
GS test score: <u> </u>	(Element code 01)	
AR test score: <u>66</u>	(Element code 02)	
WK test score: <u> </u>	(Element code 03)	
PC test score: <u> </u>	(Element code 04)	
NO test score: <u> </u>	(Element code 05)	
CS test score: <u> </u>	(Element code 06)	
AS test score: <u> </u>	(Element code 07)	
MK test score: <u> </u>	(Element code 08)	
MC test score: <u> </u>	(Element code 09)	
EI test score: <u> </u>	(Element code 10)	
VE test score: <u> </u>	(Element code 11)	
Test version: <u>12A</u> (Element code 13) Retest date: <u>11/24/1997</u> (Element code 14)		

Field	Action
Effective Date	Enter the effective date that the transaction is prepared.
Effective Time	Enter the effective time.
GS Test Score	Enter GS score.
AR Test Score	Enter AR score.
WK Test Score	Enter WK score.
PC Test Score	Enter PC score.
NO Test Score	Enter NO score.
CS Test Score	Enter CS score.
AS Test Score	Enter AS score.
MK Test Score	Enter MK score.
MC Test Score	Enter MC score.
EI Test Score	Enter EI score.
VE Test Score	Enter VE score.
Test Version	Enter the test version.
Retest Date	Enter the retest date.

**PMIS/JUMPS
Effect**

The report scores from ASVAB retest transaction updates the following in PMIS/JUMPS:

- Page 11 (Enlisted Test Information) of the PMIS screens in the PMIS Data Base and has no effect on the segments in JUMPS.

**Corrections
and Deletions**

Corrections and deletions may be made to this transaction and are done in Transaction Review of the SDA II system.

Change Education Level (324)

- Purpose** This transaction is used to update an education code on a member to a level less than a college degree.
- Reference**
- Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 4-C
 - Query Manual, HRSICINST M5230.2 (series), Chapter 4
- Transaction Built in SDA II** Change Education Level
- PMIS Transaction** 324
- Policies and Procedures** Information you need to know about this transaction:
- The effective date of the transaction is the date the transaction is being created.
 - Do not use this transaction to report completion of a training program, or attainment of an associate, bachelor, master or PHD degree on a member. Use the Completion of Degree/Training transaction for this type of input.
 - To receive a higher education code, the member must provide a transcript from an accredited college. Use the table below to determine the proper PMIS code:

Credits Earned	Highest Level Of Education	PMIS Code
30 SH or 45 QH	1 Year of College	6
60 SH or 90 QH	2 Years of College	7
90 SH or 135 QH	3 or 4 Years of College; Nongraduate	8

- Fast Path ID and Data Entry** If not creating this transaction in an event, enter “324-edu” for Fast Path ID or press “BBD” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press ‘GO’. Then press ‘GO’ again. Then enter the highest level of education on the member into the system and press ‘GO’.

Change Education Level (Screen 1 of 1)		
000-00-0000	SABM	DOE, JOHN
Effective Date: 10/06/1997	Effective Time: 0001	Entry Type:
Highest Level of Education: 6 (Element Code 04)		

Field	Action
Effective Time	Enter effective time of transaction.
Highest Level of Education	Enter highest education level code. The help wheel has list of valid codes.

Continued on next page

Change Education Level (324), Continued

PMIS/JUMPS Effect	This transaction updates the following in PMIS/JUMPS: <ul style="list-style-type: none">• Updates page 9 (Education and Training Information) of the PMIS screens in the PMIS Data Base and has no effects on the segments in JUMPS.
Corrections and Deletions	Corrections and Deletions can be made to this transaction and are done in Transaction Review of the SDA II system.

Completion of Degree Training (324)

Purpose	This transaction is used to record the completion of an education degree or training program on a member.
Reference	R Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 4-C R Query Manual, HRSICINST M5230.2 (series), Chapter 4
Transaction Built in SDA II	Completion of Degree/Training Level
PMIS Transaction	324
Policies and Procedures	Information you need to know about this transaction: <ul style="list-style-type: none">• The effective date of the transaction is the date the transaction is being created.• ALL fields on this transaction must be filled in.• Do not use this transaction to change an education level on a member. Use the Change Education Level transaction for this type of input.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter “324-deg” for Fast Path ID or press “BBC” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press ‘GO’. Then press ‘GO’ again. Then enter the completion of education/training information on the member into the system and press ‘GO’.

Completion of Degree/Training (Screen 1 of 1)		
<u>000-00-0000</u>	<u>SABM</u>	<u>DOE, JOHN</u>
Effective Date: 10/06/1997	Effective Time: <u>0001</u>	Entry Type:
Field of degree or Training:	<u>17</u>	(Element Code 01)
Degree awarded or level of education/training obtained:	<u>B</u>	(Element Code 02)
Year degree obtained:	<u>97</u>	(Element Code 03)

Field	Action
Effective Time	Enter effective time of transaction.
Field of degree or Training	Enter major codes.
Degree awarded or level of education/training obtained	Enter Degree Code of A,B,C,D,G,M,P,T,X, or Y.
Year degree obtained	Enter year degree was obtained in YY format (e.g., 73, 92).

Continued on next page

Completion of Degree/Training (324), Continued

PMIS/JUMPS Effect	The Completion of Degree/Training transaction updates the following in PMIS/JUMPS: <ul style="list-style-type: none">• Updates page 9 (Education and Training Information) of the PMIS screens in the PMIS Data Base and has no effects on the segments in JUMPS.
Corrections and Deletions	Corrections and Deletions can be made to this transaction and are done in Transaction Review of the SDA II system.

Record Foreign Language Skill (324)

Purpose	This transaction is used to enter a new foreign language skill on a member and allows you to delete an existing foreign language skill.
Reference	Query Manual, HRSICINST M5230.2 (series), Chapter 4
Transaction Built in SDA II	Record Foreign Language Skill
PMIS Transaction	324
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• The effective date of the transaction is the date the transaction is being created.• If a language skill on a member changes, you must FIRST delete the old code and then add the new one. A member can only have one skill in any given language.
Fast Path and Data Entry	If not creating this transaction in an event, enter “324” for Fast Path ID or press “BBG” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press ‘GO’. Then press ‘GO’ again. Then enter the foreign language skill information on the member into the system and press ‘GO’.

Record Foreign Language Skill (Screen 1 of 1)		
000-00-0000	SABM	DOE, JOHN
Effective Date: <u>10/06/1997</u>	Effective Time: <u>0001</u>	Entry Type:
Language Code to Delete: <u>A</u>	(Element Code 08)	
Skill Level to Delete: <u>1</u>	(Element Code 08)	
New Language Code: <u>A</u>	(Element Code 09)	
New Skill Level: <u>2</u>	(Element Code 09)	

Field	Action
Effective Date	Enter the effective date that the transaction is prepared.
Effective Time	Enter the effective time of transaction.
Language Code to Delete	Enter language code.
Skill Level to Delete	Enter language skill level code.
New Language Code	Enter language code.
New Skill Level	Enter language skill level code.

Continued on next page

Record Foreign Language Skill (324), Continued

PMIS/JUMPS Effect	This transaction updates the following in PMIS/JUMPS: <ul style="list-style-type: none">• Updates page 1 (General Information) of the PMIS screens in the PMIS Data Base and has no effects on the segments in JUMPS.
Corrections and Deletions	Corrections and Deletions can be made to this transaction and are done in Transaction Review of the SDA II system.

Servicewide, CWO Specialty Information (325)

Purpose	This transaction is used to record CWO Candidate specialties and Servicewide Exam information on a member.
Reference	<ul style="list-style-type: none">• Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)• Personnel Manual, COMDTINST M1000.6 (series)• Query Manual, HRSICINST M5230.2 (series)
Transaction Built in SDA II	Servicewide, CWO Specialty Information
PMIS Transaction	325
Policies and Procedures	<ul style="list-style-type: none">• Information you need to know about this transaction:• For servicewide participants taking SWE at a different unit: This transaction should be used if a member will be taking a servicewide examination at a different unit and the servicewide examination must be sent to another unit other than the member's permanent unit. Future exams will be sent to the member's permanent duty station.• For CWO Candidate: This transaction should be completed on a member prior to 1 February of each year. This transaction must be submitted each year a member participates as a candidate in the CWO selection cycle.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter "325" for Fast Path ID or press "BBK" from the Main Menu Screen in SDA II. The following screen should display.

Servicewide, CWO Specialty Information (Screen 1 of 2)	
Effective Date <u>11/07/1997</u>	Effective Time <u>0001</u>

The following is a breakdown of the fields and action to be taken for each field that is displayed on the above screen:

Field	Action
Effective Date	Enter the date that the transaction is being prepared.
Effective Time	Enter the effective time.

Continued on next page

Section A
GENERAL TRANSACTIONS

Servicewide, CWO Specialty Information (325), Continued

**Fast Path ID
and Data
Entry,
Continued**

After you have entered the information in Screen 1 of 2, press <GO> or F1.
The following screen should appear:

Servicewide, CWO Specialty Information (screen 2 of 2)					
SSN	Member Name	SWE	CWO	OPFAC	Status
000-00-0000	YNC Roger Dodger		PERS		

Once the above screen appears, press <F3>. This will allow you to enter the SSN of the member you are completing the transaction on. Once you have entered the SSN, press <GO>. The following screen should appear.

Servicewide, CWO Specialty Information (screen 1 of 1)		
000-00-0000	YNC	DODGER, ROGER
Effective Date: 11/07/1997	Effective Time: 0001	Entry Type:
New Rate: ____		
CWO Specialty: <u>PERS</u>		
Exam Board District: ____		
Exam Board OPFAC: ____		

The following is a breakdown of the fields and action to be taken for each field that is displayed on the above screen:

Field	Action
Effective Date	This date is not updateable and is carried over from what was entered on prior screen.
Effective Time	This time is not updateable and is carried over from what was entered on prior screen.

Continued on next page

Section A
GENERAL TRANSACTIONS

Servicewide, CWO Specialty Information (325), Continued

**Fast Path ID
and Data
Entry,
Continued**

The following is a breakdown of the fields and action to be taken for each field that is displayed on the above screen, continued:

Field	Action																										
New Rate	<p>Enter the rate that the member is taking the exam for (i.e., YN3, MST3, etc.).</p> <p>Note: This field should not be updated if one of the following rules are not met: If member is an E-3 and is taking next SWE for E-4 and did not take the last exam then this field needs to be updated.</p> <p style="text-align: center;">OR</p> <p>If member is an E-3 and is taking next SWE for E-4 and took exam in different rating then this field needs to be updated.</p> <p style="text-align: center;">OR</p> <p>If member is an E-4 thru E-6 and requests lateral change in rating and did not take last exam then this field needs to be updated.</p> <p>This field creates element code 03.</p>																										
CWO Specialty	<p>Enter one of the following CWO Specialty codes:</p> <table style="margin-left: 40px;"> <tr><td>AVI</td><td>Aviation Engineering</td></tr> <tr><td>BNDM</td><td>Bandmaster</td></tr> <tr><td>BOSN</td><td>Boatswain</td></tr> <tr><td>COMM</td><td>Communications</td></tr> <tr><td>ELC</td><td>Electronics</td></tr> <tr><td>F&S</td><td>Finance and Supply</td></tr> <tr><td>MAT</td><td>Material Maintenance</td></tr> <tr><td>MED</td><td>Medical Administration</td></tr> <tr><td>ENG</td><td>Naval Engineering</td></tr> <tr><td>PERS</td><td>Personnel Administration</td></tr> <tr><td>PSS</td><td>Port Safety and Security</td></tr> <tr><td>INF</td><td>Public Information</td></tr> <tr><td>WEPS</td><td>Weapons</td></tr> </table> <p>Note: This transaction must be submitted by 1 February each year a member participates as a candidate in the CWO selection cycle. See Chapter 1, of the PERSMAN for correct path of advancement for Warrant.</p> <p>This field creates element code 04.</p>	AVI	Aviation Engineering	BNDM	Bandmaster	BOSN	Boatswain	COMM	Communications	ELC	Electronics	F&S	Finance and Supply	MAT	Material Maintenance	MED	Medical Administration	ENG	Naval Engineering	PERS	Personnel Administration	PSS	Port Safety and Security	INF	Public Information	WEPS	Weapons
AVI	Aviation Engineering																										
BNDM	Bandmaster																										
BOSN	Boatswain																										
COMM	Communications																										
ELC	Electronics																										
F&S	Finance and Supply																										
MAT	Material Maintenance																										
MED	Medical Administration																										
ENG	Naval Engineering																										
PERS	Personnel Administration																										
PSS	Port Safety and Security																										
INF	Public Information																										
WEPS	Weapons																										

Continued on next page

Servicewide, CWO Specialty Information (325), Continued

**Fast Path ID
and Data
Entry,
Continued**

The following is a breakdown of the fields and action to be taken for each field that is displayed on the above screen, continued:

Field	Action
Exam Board District	Enter the District number of the unit where the servicewide examination for the member should be sent. This field creates element code 05.
Exam Board OPFAC	Enter the OPFAC number of the unit where the servicewide examination for the member should be sent. This field creates element code 05.

Once you have entered the information on this screen, press <GO> or F1. The system will take you back to the Servicewide, CWO Specialty Information (Screen 2 of 2). This screen will show you that the transaction is completed on the member. If wanting to create this type of transaction for any other members, press <F3> and enter the SSN for the next member. Continue on until you have completed all members you are wanting to produce this type of transaction on.

**PMIS/JUMPS
Affect**

This transaction updates the following in PMIS/JUMPS:

- Updates page 2 (Miscellaneous Personal Information) of the PMIS screens in the PMIS Data Base.

**Corrections
and Deletions**

Corrections and Deletions may be done to this transaction and are done in Transaction Review of the SDA II system.

Height/Weight Measurement (333)

Purpose	This transaction is used to report height and weight measurements.
Reference	<ul style="list-style-type: none">• Maximum Allowable Weight Standards For The Health And Well-Being Of Coast Guard Military Personnel, COMDTINST M1020.8 (series).• Reenlistment Bonus Programs Administration, COMDTINST 7220.33
Transaction Built in SDA II	Height and Weight Measurement.
PMIS/JUMPS Transaction	333
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• Effective date will be the date a member is weighed.• Frame sizes can be found by using the help wheel (F2). Refer to COMDTINST M1020.8 (series) to determine whether or not a member is overweight. Normally this transaction is submitted for member's who are overweight. However, if PERSRU's submit this transaction on member's that are not overweight, frame size, amount overweight, and height are not required fields to be reported on each transaction in SDA II.• When Amount overweight or Over Max Body Fat field is completed PMIS/JUMPS will automatically suspend enlistment bonus payments (EB) and selective reenlistment bonus (SRB) by setting the suspense flag in either segment 30 or segment 42 of the member's JUMPS account. Once the member meets established weight standards, the PERSRU must submit a Suspend, Remove Suspension or Stop SRB, EB (P602) transaction to reinstate EB or SRB payments.

Continued on next page

Section A
GENERAL TRANSACTIONS

Height/Weight Measurement (333), Continued

Fast Path ID and Data Entry In not creating this transaction in an event, enter “333” for Fast Path ID or press “BCG” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press ‘GO’. Then press ‘GO’ again. Now begin entering information to report height and weight measurement.

Height/Weight Measurement (Screen 1 of 1)		
000-00-0000	LTJG SMITH, DAVE	
Effective Date: <u>11/26/1997</u> Effective Time: <u>0001</u> Entry Type:		
Member Weight: <u>205</u> (Element code 01)		
Frame size code: <u>H</u> (Element code 02)		
Amount Overweight or Percent Overfat: <u>000.0</u> (Element code 03) (Use 000.0 if not on probation.)		
Member Height: <u>72.0</u> (Element code 04)		

Field	Action
Effective Date	Enter the effective date the member was weighed.
Effective Time	Enter effective time of transaction.
Member Weight	Enter the member’s weight (i.e. 098.5, 155.5).
Frame Size Code	Enter the member’s frame size.
Amount Overweight or Over Max Body Fat	Enter amount member is overweight or the percentage over max body fat. (Use “000.0” when member is not on probation).
Member Height	Enter the member’s height (i.e. 61.5, 74.0).

PMIS/JUMPS Effect The height/weights measurement transaction updates the following in PMIS/JUMPS:

- Segment 30 (suspense flag). Suspend or reinstate EB payments.
- Segment 42 (suspense flag). Suspend or reinstate SRB payments
- Page 2 (Miscellaneous Personnel Information) of the PMIS screens in the PMIS Data Base.

Corrections and Deletions Corrections and deletions may be made to this transaction and are done in Transaction Review of the SDA II system.

Completed School (P341)

Purpose This transaction is used to add and delete school completion information for all Coast Guard members into PMIS/JUMPS.

Reference

- Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 4
- Training and Education Manual, COMDTINST M1500.10 (series)
- Personnel Manual, COMDTINST M1000.6 (series)
- Enlisted Qualifications Codes Manual, COMDTINST M1414.9 (series)
- Pay Manual, COMDTINST M7220.29 (series)

**Transaction
Built in SDA II** Completed School

**PMIS
Transaction** P341

**Policies and
Procedures** Information you need to know about this transaction:

- This transaction allows the user to create multiple school completion transactions on a member.
- This transaction should only be used when there is supporting documentation that shows the member completed a school.
- If there is a qualification code that corresponds with the school completion code, then a qualification code should also be entered.
- The maximum number of qualification codes a member may have is 12.
- The maximum number of school codes a member may have in the PMIS/JUMPS database is 20.

**Fast Path ID
and Data Entry** If not creating this transaction in an event, enter “P341” for Fast Path ID or press “BBE” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. The following screen should display.

School Completion Transactions (Screen 1 of 1)		
000-00-0000	SA	DOE, DONALD
Effective Date	Effective Time	Tran Status

Continued on next page

Completed School (P341), Continued

**Fast Path ID
and Data
Entry,
Continued**

After the above screen appears, press <F3>. This will allow you to create a School Completion transaction. The following screen should appear after you have pressed <F3>.

School Completion (screen 1 of 1)		
000-00-0000	SA	DOE, DONALD
Effective Date: 10/21/1999	Effective Time: 0001	
<div style="display: flex; justify-content: space-between;"> School Completed: 000027 Completion Date: 10/27/1999 (Element Code 81) </div> <div style="text-align: center;">Course Title: Environmental</div>		
<div style="display: flex; justify-content: space-between;"> Delete School Code: _____ Completion Date: _____ (Element Code 80) </div> <div style="text-align: center;">Course Title:</div>		
<div style="display: flex; justify-content: space-between;"> New Rating/Designator Due to Advancement: ____ (Element Code 82) </div> <div style="display: flex; justify-content: space-between;"> Delete Qualification Code: ____ (Element Code 85) </div>		
<div style="display: flex; justify-content: space-between;"> New Qualification Code: ____ (Element Code 86) </div> <div style="display: flex; justify-content: space-between;"> New Qualification Date: __/__/____ (Element Code 86) </div>		

Fields

The following is a breakdown of the fields on the School Completed (Screen 1 of 1) and the action to be taken on each field:

Field	Action
Effective Date	This is the effective date the member completed school or is advanced. This field will create element code 84 if member is being advanced. Note: If member is not being advanced, then the effective date should be the date the document is prepared. This should be an in range date.
Effective Time	Enter the effective time.
Completion Date	Enter the date the member completed school.
School Completed	Enter the six (6) digit school code the member completed. Press F2 for a list of valid school codes. Note: There may be school codes not listed on the help wheel (F2). This may happen when there are new school codes but the SDA II system has not been updated. Enter the new school code anyway.
Course Title	This field is not updateable. It is pre-filled when the user updates the 'School Completed' field. It is a description of the school the member completed. Note: There may be school codes in the system that do not have a Course Title.
Delete School Code	Enter the six (6) digit school code to be deleted.
Completion Date	Enter the completion date of the school code to be deleted.
Course Title	This field is not updateable. It is pre-filled when the user updates the 'Delete School Code' field.

Completed School (P341), Continued

Fast Path ID and Data Entry, Continued

The following is a breakdown of the fields on the School Completed (screen 1 of 1) and the action to be taken, continued:

Field	Action
New Rating/ Designator Due to Advancement	<p>Enter the new rating the member is being advanced to if member is being advanced (i.e., enter YN3 if member is being advanced from SN).</p> <p style="text-align: center;">OR</p> <p>If member is being advanced and is adding a designator then enter the new rate with designator (enter SNBM if member is being advanced from SA).</p> <p>Note: If member is a FA and is being advanced to SNBM, then a Change in Rate transaction will have to be done the day prior to change member from a FA to SA. This should be done for all members who are advanced and are not in the correct path of advancement.</p> <p style="text-align: center;">OR</p> <p>Leave blank if not applicable. This field creates element code 82.</p>
Delete Qualification Code	<p>If a qualification code needs to be deleted then enter the qualification code that needs to be deleted. This field creates element code 85.</p>
New Qualification Code	<p>If member completed a school and a qualification code needs to be entered, then enter the new qualification code in this field. This field creates element code 86.</p>
New Qualification Date	<p>If a new qualification code is being entered then enter the date the member acquired this qualification code. This field creates element code 86.</p>

Completing the transaction

Once you have entered the information on this screen press <GO> or F1. The system will take you back to the School Completion Transactions (Screen 1 of 1). This screen will show you the effective date and time of the transaction and a transaction status of 'C' for completed. Press <F3> if you want to create another school completion transaction.

Continued on next page

Completed School (P341), Continued

**PMIS/JUMPS
Affect**

This transaction updates the following in PMIS/JUMPS:

- Updates page 1 (General Information) and page 8 (Pay Grade History) of the PMIS screens in the PMIS Data Base. **Note:** This will only occur if member is being advanced to next pay grade.
- Updates page 9 (Education and Training Information) of the PMIS screens in the PMIS Data Base.
- Prepares the pay file (JUMPS) by closing prior pay grade segments and opening new pay grade pay entitlement segments that need to be changed due to advancement. **Note:** This will only occur if member is being advanced to next pay grade. If member is not being advanced then JUMPS is not effected by this transaction.

**Corrections
and Deletions**

Corrections and Deletions may be done to this transaction and are done in Transaction Review of the SDA II System.

Member Became U. S. Citizen (P357)

Purpose	This transaction is used to record a change in status from resident alien to U. S. Citizen.
Reference	<ul style="list-style-type: none">PMIS Forms Guide, HRSICINST 5235.1
Transaction Built in SDA II	Member Became U. S. Citizen
PMIS Transaction	P357
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">This transaction can be created at PERSRUs.If a member is a nonresident alien (defined as a citizen of a foreign country who has not applied for U. S. Citizenship) a tax information transaction must be submitted showing that the member is a resident alien (defined as a member who has applied for U. S. Citizenship) prior to submitting a P357.
Fast Path ID and Data Entry	<p>Enter “miscmenu” for Fast Path ID or press “BCD” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1.</p>

The following screen 1 of 1 will appear. Press <GO> or F1. The applicable form will print without further screens. The transaction is now complete.

Member Became U. S. Citizen (Screen 1 of 1)		
Stat	Options	
I	<u>Required</u>	Member Became a U. S. Citizen
	<u>N</u>	Member’s tax mailing address
	<u>N</u>	Member’s state taxes
	<u>N</u>	Member’s federal taxes

PMIS/JUMPS Effect	<p>The Member became a U. S. Citizen transaction updates the following in PMIS/JUMPS:</p> <ul style="list-style-type: none">Page 1 (General Information) of the PMIS screens in the PMIS data base.Segment 64Segment 66
Corrections and Deletions	Deletions may be made to this transaction.

Begin Unauthorized Absence (P 400)

Purpose	This transaction is used to report a member unauthorized absence (UA).
Reference	<ul style="list-style-type: none">• Personnel and Pay Procedures Manual, M1000.2 (series), Chapter 10.• Personnel Manual, COMDTINST M1000.6 (series) Chapter 8.• Pay Manual, COMDTINST M7220.29, Chapter 2.
Transaction Built in SDA II	Begin Unauthorized Absence.
PMIS/JUMPS Transaction	P400
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• Effective date and time will be the effective date and time the unauthorized absence begins.• Pay and allowances will stop when this transaction is submitted on a member. <p style="margin-left: 40px;"><u>Note:</u> A member in pay grade E4 (with 4 years service or less) and below, may be entitled to payment of two months BAH for support of dependents. See the Pay Manual, Chapter 3-D.</p>• Declared a deserter. If the member is declared a deserter on the same date and time the unauthorized absence begins, submit a declare member a deserter (P240) transaction in lieu of the begin unauthorized absence transaction (P400).
Fast Path ID and Data Entry	If not creating this transaction in an event, enter “P400” for Fast Path ID or press “AIE” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press ‘GO’. Then press ‘GO’ again. Now begin entering information to report begin unauthorized absence.

Begin Unauthorized Absence (Screen 1 of 1)	
<u>000-00-0000</u>	<u>SA JAMES,</u>
<u>GEORGE</u>	
Effective Date: <u>11/15/1997</u>	Effective Time: <u>0800</u>
Type Entry:	

Continued on next page

Begin Unauthorized Absence, Continued

**Fast Path ID
and Data
Entry,
Continued**

Field	Action
Effective Date	Enter the effective date the member began unauthorized absence.
Effective Time	Enter the effective time of the transaction.
Type Entry	This block is not updateable.

**PMIS/JUMPS
Effect**

The begin unauthorized absence transaction updates the following in PMIS/JUMPS:

- Segment 30 (suspense flag). Suspend EB payments if applicable.
- Segment 42 (suspense flag). Suspend SRB payments if applicable.
- Segment 57 (pay status).
- Updates page 6 (current unit information) of the PMIS screens in the PMIS database.

**Corrections
and Deletions**

Corrections cannot be submitted. Deletions may be made to this transaction and are done in Transaction Review of the SDA II system.

Member Returned From UA/Deserter (P411)

Member Returned from UA/Deserter (Screen 1 of 1)		
000-00-0000	SA	JAMES, GEORGE
Effective Date: <u>03/03/1998</u>	Effective Time: <u>0800</u>	Type Entry:
Did Member Report to Regular Unit?: <u>Y</u> (Element code 01)		
Unit to which member reported, If not Regular Unit.: <u> </u> (Element code 02)		
Is Member to be Retained for Duty?: <u>N</u> (Element code 03)		
Retained for Confinement/Disc. Action?: <u>N</u> (Element code 04)		
Is Member to be transferred?: <u>N</u>		
ID of Unit to which Member is to be transferred: <u> </u> (Element code 05)		
Date Departed: <u>02/10/1998</u> (Element code 07)		
Date Returned: <u>03/03/1998</u> (Element code 08)		
Deductible Time-YYMMDD: <u>000023</u> (Element code 09)		

Purpose	This transaction is used to report a member returning from UA/deserter.
Reference	<ul style="list-style-type: none">• Personnel and Pay Procedures Manual, M1000.2 (series), Chapter 10.• Personnel Manual, COMDTINST M1000.6 (series) Chapter 8.• Pay Manual, COMDTINST M7220.29, Chapter 2.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter “P411” for Fast Path ID or press “AIG” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press ‘GO’. Then press ‘GO’ again. Now begin entering information to report a member returned from UA/deserter status.
Transaction Built in SDA II	Member Returned From UA/Deserter.
PMIS/JUMPS Transaction	P411
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• Prior to submitting this transaction, review chapter 2 of the Pay Manual, chapter 10 of the Personnel and Pay Procedures Manual, and chapter 8 of the Personnel Manual.• Effective date and time will be the effective date and time the unauthorized absence or deserter status ends.• A separate P411 transaction must be submitted for each period of unauthorized absence from which a member returns.

Continued on next page

Member Returned From UA/Deserter (P411), Continued

Policies and Procedures, Continued

- **Use this transaction for both officer and enlisted** personnel to report a return from unauthorized absence. An officer's unauthorized absence is considered as creditable time. For officers, do not complete Date Departed, Date Returned, or Deductible time fields. Note: As clarified by the DOD Authorization Act, an officer's unauthorized absence is deductible for pay base date purposes. HRSIC (MAS) will adjust leave and Active Duty Base Date after this transaction is submitted on officers.
- **Pay and allowances** will automatically start back up with the same entitlements the member was receiving upon entering an unauthorized status when this transaction processes. If a member is not entitled to the same allowances drawn at the time of departure on unauthorized absence, submit appropriate transactions.
- **If the member was receiving Selective Reenlistment Bonus (SRB)** payments prior to entering an unauthorized absence status, a Suspend, Remove Suspension or Stop SRB transaction must be submitted to reinstitute SRB entitlement. Also, HRSIC (MAS) must be notified so that the member's SRB installment dates can be appropriately adjusted.
- **When a member returns from UA to a unit other than the regular unit**, is retained for duty, and then later transferred back to the old unit, then a PCS departing and reporting event changing the OPFAC's must be submitted.
- **Use the help wheel (F2) to find** "Unit to which member reported, if not regular unit" and "ID of unit to which member is to be transferred".
- **SDA II will automatically calculate the deductible time** using the "Date Departed" and "Date returned". If a member is reporting to other than their regular unit, contact the members regular unit to ascertain the date deductible time began.

PMIS/JUMPS Effect

The member returned from UA/deserter transaction updates the following in PMIS/JUMPS:

- Segment 00 (permanent unit and permanent unit date). Only if the member returns from UA/deserter to a unit other than the regular unit and is subsequently transferred back to old unit.
- Segment 30 (suspense flag). Restart EB if applicable.
- Segment 42 (suspense flag). Restart SRB if applicable.
- Segment 52 (permanent unit) Only if the member returns from UA/deserter to a unit other than the regular unit and is subsequently transferred back to old unit.
- Segment 57 (pay status)
- Segment 62 (deduct) adjusts leave for deductible/bad time.

Continued on next page

Member Returned From UA/Deserter (P411), Continued

**PMIS/JUMPS
Effect,
continued**

The member returned from UA/deserter transaction updates the following in PMIS/JUMPS, continued:

- Updates page 5 (contract and service information), page 6 (permanent unit information), and page 7 (prior unit history) of the PMIS screens in the PMIS data base. Only if the member returns from UA/deserter to a unit other than the regular unit and is subsequently transferred back to old unit.

**Corrections
and Deletions**

Deletions and corrections may be made to this transaction and are done in Transaction Review of the SDA II system.

Remove Mark Of Desertion (P425)

Purpose

This transaction is used to remove mark of desertion.

Reference

- Personnel Manual, COMDTINST M1000.6 (series) Chapter 8.

**Transaction
Built in SDA II**

Remove Mark Of Desertion.

**PMIS/JUMPS
Transaction**

P425

**Policies and
Procedures**

Information you need to know about this transaction:

- **Removal of a mark of desertion** is only required if a member has been found not guilty of desertion by courts-martial or nonjudicial punishment. It is not required in every case where a P240 is submitted.

**Fast Path ID
and Data Entry**

If not creating this transaction in an event, enter “P425” for Fast Path ID or press “AID” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press ‘GO’. Then press ‘GO’ again. Now begin entering information to remove mark of desertion.

Remove Mark of Desertion (Screen 1 of 1)			
000-00-0000	SA	JAMES, GEORGE	
Effective Date: <u>12/20/1997</u>	Effective Time: <u>0900</u>	Type Entry:	

Field	Action
Effective Date	The effective date will be the date it is determined to remove the mark of desertion, as prescribed in the Personnel Manual, chapter 8.
Effective Time	Enter effective time of transaction.

**PMIS/JUMPS
Effect**

The remove mark of desertion transaction updates the following in PMIS/JUMPS:

- Has no effect on segments or the PMIS screens.

**Corrections
and Deletions**

Deletions may be made to this transaction and are done in Transaction Review of the SDA II system.

Advancement/Adding Designator (P555)

**The Advancement/Add Designator (P555) Transaction
is in Chapter 9 (event preparation)**

Active Duty Enlistment/Reenlistment Bonus (H600)

Purpose	This transaction is used by PERSRU's to pay enlistment/reenlistment bonuses to eligible recruits and prior service members who enlist in certain critical ratings.
Reference	<ul style="list-style-type: none">Coast Guard Enlisted Bonus (EB) Program, COMDTINST 7220.40Reenlistment Bonus Programs Administration, COMDTINST M7220.33
Transaction Built in SDA II	Active Duty Enlistment/Reenlistment Bonus
PMIS Transaction	H600
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">The Coast Guard implemented policy to encourage new recruits with or without prior service to enlist in certain specialties within the Coast Guard. Members who enlisted in these specialties will be given a bonus of \$2,000. For those members with no prior service the bonus will be paid over two equal installments of \$1,000. The first half to be paid after completion of recruit training and the second half paid upon completion of Class "A" school. In the case of prior service personnel who already have the qualifying skill, members shall be paid in two equal installments of \$1,000, the initial payment made upon entry into the Coast Guard and the second payment made after satisfactorily serving for six months in the designated rating.
Fast Path ID and Data Entry	Enter "BCMA" from the Main Menu Screen in SDA II. Enter the member's SSN, last name, first name and rank (SDA II will complete the member's last name, first name and rank if he/she is already in the data base) press <F1> until the following screen 1 of 1 appears. Complete the fields.

Active Duty Enlistment/Reenlistment Bonus (Screen 1 of 1)		
000-00-0000	SA	DOE, JANE
Effective Date: <u>05/02/1997</u> Effective Time: <u>0005</u> Type entry:		
Start Date of Enlistment Contract:	<u>00/00/0000</u>	(element code 04)
Stop Date of Bonus:	<u>05/01/2002</u>	(element code 01)
Active Duty Base Date:	<u>05/02/1993</u>	(element code 02)
Object Code:	<u>12653</u>	(element code 03)
Dollar Amount of 1 st Installment:	<u>01000.00</u>	(element code 20)
Total Amount of New Bonus:	<u>02000.00</u>	(element code 21)
Number of Installments Payable:	<u>2</u>	(element code 22)

Note: There are two other element codes created by this transaction not shown on the above example screen 1 of 1. They are element code 23 (number of installments authorized now) and element code 98 (total dollar amount of element codes 20 and 21). To see all of the element codes on this transaction, you may print the transaction log by pressing <F6> and selecting option B.

Continued on next page

Section A
GENERAL TRANSACTIONS

Active Duty Enlistment/Reenlistment Bonus (H600), Continued

**Fast Path ID
and Data
Entry,**

Continued

Field	Action
Effective Date	Enter the date the transaction is prepared.
Effective Time	Enter 0005.
Start Date of Enlistment Contract	Enter Date of Enlistment Contract
Stop Date of Bonus	Enter expiration date of applicable enlistment/reenlistment period.
Active Duty Base Date	Enter the member's active duty base date.
Object Code	Enter 12653 for a new recruit with no prior service or enter 12654 for prior service member.
Dollar amount of New Bonus	Enter the dollar amount of the first installment.
Total Amount of New Bonus	Enter the total dollar amount of the bonus.
Number of Installments Payable	Enter the number of installments payable.

When you have completed entering the information in screen 1 of 1 above press <F1>. You will return to the SDA II main menu. Your transaction is complete.

**PMIS/JUMPS
Effect**

The Active Duty Enlistment/Reenlistment Bonus transaction updates the following in PMIS/JUMPS:

- Segment 30
- Segment 42
- There is no affect to the PMIS database.

**Corrections
and Deletions**

Corrections and Deletions may not be made to this transaction.

Suspend, Remove Suspension Or Stop SRB Or EB (P602)

- Purpose** This transaction is used to Suspend, Remove Suspension, or Stop Enlistment Bonuses (EB) or Selective Reenlistment Bonus (SRB) payments.
- Reference**
- Coast Guard Enlistment Bonus Program, COMDTINST 7220.40 (series)
 - Reenlistment Bonus Programs Administration, COMDTINST 7220.33 (series)
 - Allowable Weight Standards For The Health And Well-Being Of Coast Guard Military Personnel, COMDTINST M1020.8 (series)
- Transaction Built in SDA II** Suspend, Remove Suspension or Stop SRB or EB.
- PMIS/JUMPS Transaction** P602
- Policies and Procedures** Information you need to know about this transaction:
- **Review transaction table** (following pages) to determine the appropriate **Effective date** to be used.
 - **Element codes created by this transaction:**
 - Element code 01 Suspend EB/SRB
 - Element code 02 Remove EB/SRB Suspension
 - Element code 03 Stop and Recoup EB/SRB
 - Element code 04 Effective Date of EB/SRB
- Fast Path ID and Data Entry** If not creating this transaction in an event, enter “P602” for Fast Path ID or press “AJBK” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press ‘GO’. Then press ‘GO’ again. Now begin entering information to suspend, remove suspension or stop SRB.

Suspend, Remove Suspension or Stop SRB/EB (Screen 1 of 1)		
000-00-0000	FT1	DALLAS, STEVE
Effective Date: <u>12/03/1997</u>	Effective Time: <u>0001</u>	
Effective Date of SRB/EB: <u>12/03/1997</u>	(Element code 04)	
Action Code: <u>1</u> SUSPEND SRB/EB	(Element code 01)	

Field	Action
Effective Date	Use either the EB Transaction Table or the SRB Transaction Table (as applicable) on the following pages to determine the effective date.
Effective Time	Enter effective time of transaction.
Effective Date of SRB/EB	Enter the effective date of the Selective Reenlistment Bonus or Enlistment Bonus.
Action Code	Enter 1-Suspend, 2-Remove Suspension, or 3-Stop

Continued on next page

Section A
GENERAL TRANSACTIONS

Suspend, Remove Suspension Or Stop SRB Or EB (P602), Continued

PMIS/JUMPS Effect The Suspend, Remove Suspension, or Stop SRB/EB updates the following in PMIS/JUMPS:

- Segment 30 (enlistment bonus)
- Segment 42. (selective reenlistment bonus)
- Has no effect on the PMIS screens in the PMIS data base.

Corrections and Deletions Corrections and deletions may be made to this transaction and are done in Transaction Review of the SDA II system.

ENLISTMENT BONUS (EB) TRANSACTION TABLE

IF THE MEMBER IS RECEIVING AN EB AND THE FOLLOWING OCCURS	MEMBERS EB ENTITLEMENT SHALL BE			AND SUSPEND, REMOVE SUSPENSION OR STOP EB TRANSACTION MUST BE SUBMITTED SHOWING		REFERENCE
	TERMINATED/RECOUPED	SUSPENDED	REINSTATED	EFFECTIVE DATE	WITH ELEMENT CODES	
Failure to complete recruit training	X			Date disenrolled	03 04	Encl (1) COMDINST 7220.40
Failure to meet all physical standards to attend "A" school or a Striker Program	X			Date disenrolled	03 04	Paragraph 8.a COMDINST 7220.40
Failure to complete "A" school due to misconduct or academic failure.	X			Date disenrolled	03 04	Paragraph 8.a COMDINST 7220.40
Disenrollment from a Striker Program due to academic, adaptability, or misconduct reasons	X			Date disenrolled	03 04	Paragraph 8.a COMDTINST 7220.40
Loss of rating designator, security clearance due to own fault, refusal to perform duties, or unable to perform duties due to illness or injury caused by own misconduct	X			Date of occurrence	03 04	Paragraph 8.b & 8.c COMDTINST 7220.40
Members placed on the weight program		X		Do not submit this transaction. The Height /Weight measurement (333) transaction will automatically suspend EB payments		Paragraph 8.f COMDINST 7220.40
Member's meeting weight standards after being overweight			X	Date meets weight standards	02 04	Paragraph 8.f COMDTINST 7220.40
Discharged prior to completion of period of service for which EB paid, and discharge not due to reduction in force, disability, dependency, hardship, or reenlistment	X			Do not submit p602. HRSIC (SES) will initiate recoupment action upon receipt of discharge documents submitted iaw Chap 8 of this manual		Paragraph 8.d, COMDTINST 7220.40

Section A
GENERAL TRANSACTIONS

Suspend, Remove Suspension Or Stop SRB Or EB (P602), Continued

SRB TRANSACTION TABLE

IF THE MEMBER IS RECEIVING AN SRB AND THE FOLLOWING OCCURS	MEMBERS SRB ENTITLEMENT SHALL BE			AND SUSPEND, REMOVE SUSPENSION OR STOP SRB TRANSACTION MUST BE SUBMITTED SHOWING		REFERENCE
	TERMINATED/ RECOUPED	SUSPENDED	REINSTATED	EFFECTIVE DATE	WITH ELEMENT CODES	
<u>Authorized to enter OCS, PYA</u> training, or a direct commission program		X		Date of the Commandant letter or message notifying the member of acceptance into the program, unless the member declines to attend.	01 04	Paragraph 3.d.(8) (a) COMDTINST 7220.33
<u>Fails to complete OCS, PYA</u> training, or a direct commission program			X	Date of entry into OCS or officer training	None. Submit a deletion to original transaction	Paragraph 3.d.(8) (b) COMDTINST 7220.33
<u>Selected</u> for appointment to warrant officer		X		Date of eligibility list showing the member above the cutoff. Unless the member has elected to be removed from the eligibility list	01 04	Paragraph 3.d.(8) (a) COMDTINST 7220.33

Continued on next page

Section A
GENERAL TRANSACTIONS

Suspend, Remove Suspension Or Stop SRB Or EB (P602), Continued

SRB TRANSACTION TABLE, continued

IF THE MEMBER IS RECEIVING AN SRB AND THE FOLLOWING OCCURS	MEMBERS SRB ENTITLEMENT SHALL BE			AND SUSPEND, REMOVE SUSPENSION OR STOP SRB TRANSACTION MUST BE SUBMITTED SHOWING		REF
	TERMINATED/ RECOUPED	SUSPENDED	REINSTATED	EFFECTIVE DATE	WITH ELEMENT CODES	
<u>Reduced</u> from an SRB eligible petty officer rating to a non- petty officer rate	X			Date of reduction	03 04	Paragraph 4.c (1) COMDTINST 7220.33
<u>Advanced</u> after previously reduced from an SRB eligible petty officer rating			X	Date of advancement	02 04	Paragraph 4.c (1) COMDTINST 7220.33
<u>No longer serving in the rating</u> for which the bonus was authorized	X			Effective date of the change in rating	03 04	Paragraph 4.c COMDTINST 7220.33
<u>Violation of weight standards</u>		X		Do not submit this transaction. The Height /Weight measurement (333) transaction will automatically suspend SRB payments		Paragraph 5.b(6) COMDTINST 1020.8
<u>Meets weight standards</u> after being overweight			X	Date meets weight standards	02 04	Paragraph 5.b(6) COMDTINST 1020.8
<u>Found not fit for duty</u> due to own misconduct, or <u>Loss of</u> <u>security rating</u> due to own misconduct	X			Date of official misconduct finding	03 04	Paragraph 4.c(2) COMDTINST 7220.33
<u>Discharged</u> prior to completion of period of service for which SRB paid, and discharge not due to hardship, service connected disability, or RIF	X			Do not submit the P602 transaction. HRSIC (SES) will initiate recoupment action upon receipt of discharge documents submitted iaw chap 8 of this manual		Paragraph 4.(a) COMDTINST 7220.33
<u>Reversion</u> to enlisted status from temporary commissioned officer status			X	Do not submit the P602 transaction. Send letter to HRSIC (MAS) enclosing a copy of the "Resumption of enlisted status upon termination as a temporary officer" (P216) transaction		Paragraph 3.d.(8)c COMDTINST 7220.33

Civilian/Supplemental Clothing Monetary Allowance Maintenance (P603)

Purpose	This transaction is used to pay a member civilian/supplemental clothing monetary allowance.
Reference	<ul style="list-style-type: none">Pay Manual, COMDTINST M7220.29 (series), Chapter 3.
Transaction Built in SDA II	Civilian/Supplemental Clothing Monetary Allowance Maintenance.
PMIS Transaction	P603
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">Effective date is the date the allowance is authorized. Review the Pay Manual, COMDTINST M7220.29, Chapter 3, prior to submitting this transaction.Screen 1 of 1 above shows the element code that will be created depending on which allowance is selected.Rule code 11 for supplemental clothing allowance is reserved for full time CEA's and should not be used for collateral duty CEA's.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter "MIPACMA" for Fast Path ID or press "AJAE" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. Then press 'GO' again. Begin entering Civilian/Supplemental Clothing Monetary Allowance Maintenance information.

Civilian/Supp. Clothing Monetary Allowance Maintenance (Screen 1 of 1)		
000-00-0000	BMCS	SMITH, LARRY
Effective Date: <u>12/01/1997</u>	Effective Time: <u>0001</u>	Entry Type:
Civilian/Supplemental Clothing Monetary Allowance Categories		
1. Special Initial	(Element code 17)	
2. Partial Special Initial	(Element code 18)	
3. Special Continuing	(Element code 19)	
4. Special Temporary	(Element code 20)	
5. Supplementary Clothing	(Element code 16)	
Category: <u>1</u>		
Amount of Allowance: <u>\$493.00</u>		
Rule Code (used only for Supplemental): <u>00</u>		

Field	Action
Effective Date	Enter effective date the allowance was authorized.
Effective Time	Enter effective time of transaction.
Category	Enter the number of the category.
Amount of Allowance	Enter amount for Civilian/Supp. Clothing Monetary Allowance.
Rule Code (used only for Supplemental)	Enter the rule code to use for Supplemental Allowance. Press <F2> for help wheel and a list of the codes.

Continued on next page

Civilian/Supplemental Clothing Monetary Allowance Maintenance (P603), Continued

**PMIS/JUMPS
Affect**

This transaction updates the following in PMIS/JUMPS:

- Segment 43.
- Has no effect on the PMIS screens in the PMIS database.

**Corrections
and Deletions**

Corrections and Deletions may be done to this transaction and are done in Transaction Review of the SDA II System.

Start Pro-Rated BAS (P603)

Purpose	This transaction is used to start Pro-Rated BAS.
Reference	<ul style="list-style-type: none">Pay Manual, COMDTINST M7220.29 (series), Chapter 3.
Transaction Built in SDA II	Start Pro-Rated BAS.
PMIS Transaction	P603
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">Review the Pay Manual, COMDTINST M7220.29, Chapter 3, prior to submitting this transaction. Note: <u>This entitlement was formerly known as the old Partial BAS. A new entitlement became effective 1 January 1998 for member's receiving RIK at their units. This new entitlement was named "Partial BAS".</u>
Fast Path ID and Data Entry	If not creating this transaction in an event, enter "PADJPBAS" for Fast Path ID or press "AJBB" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. Then press 'GO' again. Begin entering information to start Pro-Rated BAS.

Start Pro-Rated BAS (Screen 1 of 1)			
000-00-0000	MK2	BROWN, WILLIAM	
Effective Date: <u>11/30/1997</u>	Effective Time: <u>0001</u>	Entry Type:	
Number of Breakfast Meals: <u>005</u>			
Number of Dinner Meals: <u>005</u>			
Number of Supper Meals: <u>005</u>			

Field	Action
Effective Date	The effective date will be the last day of the month. Submit a separate transaction for each month a member is entitled to Pro-Rated BAS.
Effective Time	Enter effective time of transaction.
Number of Breakfast Meals	Enter the number of breakfasts to which member is entitled.
Number of Dinners Meal	Enter the number of dinners to which member is entitled.
Number of Supper Meals	Enter the number of suppers to which member is entitled.

PMIS/JUMPS Affect	<p>This transaction updates the following in PMIS/JUMPS:</p> <ul style="list-style-type: none">Segment 43.Has no effect on the PMIS screens in the PMIS database.
Corrections and Deletions	Corrections and Deletions may be done to this transaction and are done in Transaction Review of the SDA II System.

Start Supplemental BAS (P603)

Purpose	This transaction is used to start supplemental BAS.
Reference	<ul style="list-style-type: none">Pay Manual, COMDTINST M7220.29 (series), Chapter 3.
Transaction Built in SDA II	Start Supplemental BAS.
PMIS Transaction	P603
Policies and Procedures	Information you need to know about this transaction: <ul style="list-style-type: none">Review the Pay Manual, COMDTINST M7220.29, Chapter 3, prior to submitting this transaction.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter “PADJSBAS” for Fast Path ID or press “AJBC” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. Then press ‘GO’ again. Begin entering information to start Supplemental BAS.

Start Supplemental BAS (Screen 1 of 1)		
000-00-0000	ET1	LEE, MARTIN
Effective Date: <u>10/31/1997</u>	Effective Time: <u>0001</u>	Entry Type:
Number of Breakfast Meals: <u>012</u>		
Number of Dinner Meals: <u>012</u>		
Number of Supper Meals: <u>012</u>		

Field	Action
Effective Date	The effective date will be the last day of the month. Submit a separate transaction for each month a member is entitled to Supplemental BAS.
Effective Time	Enter effective time of transaction.
Number of Breakfast Meals	Enter the number of breakfasts to which member is entitled.
Number of Dinners Meal	Enter the number of dinners to which member is entitled.
Number of Supper Meals	Enter the number of suppers to which member is entitled.

PMIS/JUMPS Affect	This transaction updates the following in PMIS/JUMPS: <ul style="list-style-type: none">Segment 43.Has no effect on the PMIS screens in the PMIS data base.
Corrections and Deletions	Corrections and Deletions may be done to this transaction and are done in Transaction Review of the SDA II System.

Start Fractional COLA (P603)

Purpose	This transaction is used to start fractional COLA.
References	<ul style="list-style-type: none">• Joint Federal Travel Regulations (JFTR), Chapter 9.• Pay Manual, COMDTINST M7220.29 (series), Chapter 3.
Transaction Built in SDA II	Start Fractional COLA.
PMIS Transaction	P603
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• Review the JFTR, Chapter 9, prior to submitting this transaction.• Multiple start fractional COLA transactions can be created by the user.• Effective time for the first transaction on a member will default to 0005. Any additional start fractional COLA transactions for the member will default 5 minutes later. (I.e., 2nd transaction will be 0010, 3rd transaction will be 0015, etc.).
Fast Path ID and Data Entry	If not creating this transaction in an event, enter “PADJCOLA” for Fast Path ID or press “AJBD” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. The Following screen will display.

Start Fractional COLA (Screen 1 of 1)					
000-00-0000			ET1	DOE, DONALD	
Effective	Effective	Meal	Locality	Number	Trans
Date	Time	Type	Code	of Meals	Status

Continued on next page

Start Fractional COLA (P603), Continued

**Fast Path ID
and Data
Entry,
continued**

When the above screen is displayed, press <F3>. The following screen will appear. This will allow you to create one start fractional COLA transaction. Begin completing the fields.

Start Fractional COLA (Screen 1 of 1)					
000-00-0000			ET1	DOE, DONALD	
Effective Date	Effective Time	Meal Type	Locality Code	Number of Meals	Trans Status
<u>12/31/97</u>	<u>005</u>	<u>Breakfast</u>	<u>AK085</u>	<u>010</u>	C

Field	Action
Effective Date	Effective date will be the last day of the month. Submit a separate transaction for each month a member is entitled to fractional COLA.
Meal Type	Enter B-Breakfast, D-Dinner or S-Supper.
Locality Code	Enter the five digit locality code. Press <F2> for help wheel and a list of the codes.
Number of Meals	Enter the number of meals. They will be expressed in 3 digits (i.e., 10 breakfast meal types is entered as 010).

Once you have entered the information on this screen, press <GO> or F1. The system will take you back to the Start Fractional COLA Transaction (Screen 1 of 1). This screen will show you the effective date and time of the transaction and a transaction status of 'C' for completed. If wanting to produce another Start Fractional COLA transaction on the same member, press <F3> again and continue on. Or you may press <shift F6> or <next page> to return to the main menu page.

**PMIS/JUMPS
Affect**

This transaction updates the following in PMIS/JUMPS:

- Segment 29
- Has no affect on the PMIS screens in the PMIS data base.

**Corrections
and Deletions**

Corrections and Deletions may be done to this transaction and are done in Transaction Review of the SDA II System.

Miscellaneous Credit to Member's Account (H604)

Purpose	This transaction is used for a miscellaneous credit to a members account.																		
Reference	<ul style="list-style-type: none">• Pay Manual, COMDTINST M7220.29 (series)• Query Manual, HRSICINST M5230.2 (series)																		
Transaction Built in SDA II	Miscellaneous Credit to Member's Account.																		
PMIS/JUMPS Transaction	H604																		
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• The following unit can submit this transaction with specified object codes. <u>Only HRSIC can establish other types of miscellaneous credits and/or debits to a member's pay account:</u><table><tr><td><u>Unit</u></td><td><u>Object Code(s)</u></td></tr><tr><td>NOAA</td><td>11305, 12308</td></tr></table>• Transaction amount will be up to 7 digits (\$50.00 = 00050.00)• Fiscal year will be one digit alpha/numeric. Use the last digit of the fiscal year for the current and for the two prior fiscal years. Use "M" if credit was earned more than two years prior to the current fiscal year. For example, if this transaction is prepared in FY-98, use "8". If prepared for credit earned in 1994, use "M". This info is also available on the help wheel (F2).• Tax deduction codes will automatically be filled in by SDA II depending on which object code is used. Tax deduction codes are:<table><tr><td><u>Codes</u></td><td><u>Explanation</u></td></tr><tr><td>0</td><td>(Zero) Nontaxable</td></tr><tr><td>1</td><td>FITW & SITW</td></tr><tr><td>2</td><td>FICA</td></tr><tr><td>3</td><td>FITW, SITW, and FICA</td></tr><tr><td>4</td><td>28 % one time deduction for FITW and when applicable SITW</td></tr><tr><td>5</td><td>28 % one time deduction for FITW, FICA, and SITW. Applies to adjustments in basic pay only.</td></tr></table>	<u>Unit</u>	<u>Object Code(s)</u>	NOAA	11305, 12308	<u>Codes</u>	<u>Explanation</u>	0	(Zero) Nontaxable	1	FITW & SITW	2	FICA	3	FITW, SITW, and FICA	4	28 % one time deduction for FITW and when applicable SITW	5	28 % one time deduction for FITW, FICA, and SITW. Applies to adjustments in basic pay only.
<u>Unit</u>	<u>Object Code(s)</u>																		
NOAA	11305, 12308																		
<u>Codes</u>	<u>Explanation</u>																		
0	(Zero) Nontaxable																		
1	FITW & SITW																		
2	FICA																		
3	FITW, SITW, and FICA																		
4	28 % one time deduction for FITW and when applicable SITW																		
5	28 % one time deduction for FITW, FICA, and SITW. Applies to adjustments in basic pay only.																		

Continued on next page

Section A
GENERAL TRANSACTIONS

Miscellaneous Credit To Member's Account (H604), Continued

Fast Path ID and Data Entry If not creating this transaction in an event, enter "PACTCRED" for Fast Path ID or press "AJE" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. Then press 'GO' again. Now begin entering information for a miscellaneous credit to a members account.

Miscellaneous Credit To Member's Account (Screen 1 of 1)		
000-00-0000	TC2	DOE, BETTY
Effective Date: 12/05/1997	Effective Time: 0001	Entry Type:
Object Code: 1295	Enlisted - Miscellaneous Credit for (Element code 01)	
Transaction Amount: 00050.00	(Element code 11)	
Fiscal Year Indicator: 8	(Element code 13)	
Tax Deduction Code: 4	(Element code 12)	

Field	Action
Effective Date	Enter effective date of transaction.
Effective Time	Enter effective time of transaction.
Object Code	Enter an object code.
Transaction Amount	Enter the amount of the transaction (i.e. 01200.00).
Fiscal Year Indicator	Enter the Fiscal Year Indicator.

PMIS/JUMPS Effect The miscellaneous credit to a members account updates the following in PMIS/JUMPS:

- Segment 43.
- Has no effect on the PMIS screens in the PMIS data base.

Corrections and Deletions Corrections and deletions may not be made to this transaction.

Advance Pay Paid through PMIS/JUMPS (H605) Online

Purpose	This transaction is used to pay a member advance pay online through PMIS/JUMPS.
Reference	<ul style="list-style-type: none">Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 6 and Enclosure (1).Pay Manual, COMDTINST M7220.29 (series), Chapter 9.
Transaction Built in SDA II	Advance Pay.
PMIS Transaction	H605
Policies and Procedures	Information you need to know about this transaction: <ul style="list-style-type: none">Review above references prior to submitting this transaction on a member. There are several important policies governing the payment of advance pay.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter “MIPAADUP” for Fast Path ID or press “AJAF” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. The following screen 1 of 1 will display.

Advance Payments and/or Allowances Transactions (Screen 1 of 1)		
000-00-0000 RDC BALL, JAMES		
Stat	Options	Transactions
		Advance Payments
	<u>N</u>	Advance Pay
	<u>N</u>	Advance Pay and Allowances
	<u>N</u>	Advance BAH
	<u>N</u>	Advance Overseas Housing Allowance

Select a transaction type (N = Online, F = Offline). When the above screen appears, enter “N” on blank line beside Advance Payments. Then enter “Y” on blank line beside Advance Pay. Your screen should now look as follows:

Advance Payments and/or Allowances Transactions (Screen 1 of 1)		
000-00-0000 RDC BALL, JAMES		
Stat	Options	Transactions
	<u>Online</u>	Advance Payments
	<u>Y</u>	Advance Pay
	<u>N</u>	Advance Pay and Allowances
	<u>N</u>	Advance BAH
	<u>N</u>	Advance Overseas Housing Allowance

Continued next page

Section A
GENERAL TRANSACTIONS

Advance Pay Paid through PMIS/JUMPS (H605) Online,

Continued

**Fast Path ID
and Data
Entry,
Continued**

Now Press <GO> or <F1>. The following screen 1 of 2 will appear. Begin completing the advance pay worksheet. Use the member's latest LES (Leave and Earnings Statement).

Advance Pay Worksheet (Screen 1 of 2)	
000-00-0000	RDC BALL, JAMES
Basic Pay:	<u>\$2,237.10</u>
SGLI:	<u>\$17.00</u>
Federal, State & FICA:	<u>\$334..37</u>
Dependent Dental Premium:	<u>\$19.09</u>
Other Monthly Deductions:	<u>\$00.00</u>
Total Deductions:	<u>\$370.46</u>
Final Calculated Total:	<u>\$1866.64</u>
Months Required for Advance Pay:	<u>3</u>
Total Advance:	<u>\$5599.92</u>

Field	Action
Basic Pay	Enter the members monthly basic pay amount.
SGLI	Enter the monthly SGLI amount. If the member has not elected SGLI coverage, then leave blank.
Federal, State, and FICA	Enter the total monthly Federal, State, and FICA amount.
Family member Dental Premium	Enter the monthly amount. It will be listed on the LES as "Family Dental". If the member has not elected Family Dental coverage, then leave blank.
Other Monthly Deductions	Enter any other valid monthly deductions <u>other than allotments</u> . Examples of other deductions are (overpayments, garnishments, previously approved advance pay, etc.).
Total Deductions	SDA II will automatically complete this field when the above information is provided.
Final Calculated Total	SDA II will automatically complete this field when the above information is provided. This amount is the net amount of 1 month's advance pay.
Months Required for Advance Pay	Enter how many months advance pay the member is requesting. Cannot exceed 3 months.
Total Advance	SDA II will automatically complete this field when all of the above information is provided. This is the net amount of advance pay the member will be receiving.

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Section A
GENERAL TRANSACTIONS

Advance Pay Paid through PMIS/JUMPS (H605) Online, Continued

**Fast Path ID
and Data
Entry,
Continued**

When you have completed the above worksheet, press <GO> or <F1>. The following screen 2 of 2 will appear.

Online Advance Payments (Screen 2 of 2)		
000-00-0000	RDC	BALL, JAMES
Effective Date: <u>12/10/1997</u>	Effective Time: <u>0001</u>	Type Entry:
	Amount Paid: <u>\$5,596.83</u>	(Element code 20)
	Number of Installments to Repay: <u>12</u>	(Element code 22)
	New Installment Amount: <u>\$466.40</u>	(Element code 21)

Note: There are two other element codes created by this transaction, but are not shown on the above example screen, and they are element code 02 (advance pay paid through PMIS/JUMPS) and element code 98 (total dollar amount of element codes 20 and 21). To see all of these element codes, you may print the transaction log by pressing <F6> and selecting B.

Field	Action
Effective Date	Enter the date the transaction is prepared or the date the transaction is to be transmitted. SDA II will <u>not</u> transmit the H605 until the effective date is reached. Be alert to how the effective date corresponds to PMIS/JUMPS polling cut off dates and pay days. For example, if a member is expecting the advance pay in their 15th of the month pay day, this transaction must process prior to the PMIS/JUMPS mid month compute transmittal cutoff date. If the member is expecting the advance pay in their 1st of the month pay day, this transaction must process prior to the PMIS/JUMPS end month compute transmittal cutoff date.
Effective time	Enter the effective time.
Type Entry:	This field is not updateable. Leave blank.
Amount Paid	SDA II automatically completes this field.
Number of Installments to Repay	Enter the amount of months the member elects to repay the advance pay. As a reminder, any time longer than 12 months must be approved by the member's Commanding Officer.
New Installment amount	SDA II automatically completes this field.

When you have completed the worksheet press <GO> or <F1>. You will return to the original screen 1 of 1. Press <Go> or <F1> again. You will the SDA II main menu. Your transaction is complete.

Continued next page

Advance Pay Paid through PMIS/JUMPS (H605) Online,

Continued

PMIS/JUMPS Effect	The advance pay paid through PMIS/JUMPS online transaction updates the following in PMIS/JUMPS: <ul style="list-style-type: none">• Segment 40.• Has no effect on the PMIS screens in the PMIS data base.
Corrections and Deletions	Corrections and deletions <u>may not</u> be made to this transaction.

Advance Pay and Allowances Paid through PMIS/JUMPS (H605) Online

Purpose	This transaction is used to pay a member advance pay and allowances online through PMIS/JUMPS.
Reference	<ul style="list-style-type: none">Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 6 and Enclosure (1).Pay Manual, COMDTINST M7220.29 (series), Chapter 9.
Transaction Built in SDA II	Advance Pay and Allowances
PMIS Transaction	H605
Policies and Procedures	Information you need to know about this transaction: <ul style="list-style-type: none">Review above references prior to submitting this transaction on a member. There are several important policies governing the payment of advance pay.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter "MIPAADUP" for Fast Path ID or press "AJAF" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. The following screen 1 of 1 will display.

Advance Payments and/or Allowances Transactions (Screen 1 of 1)		
000-00-0000 SK1 BOX, DAN		
Stat	Options	Transactions
		Advance Payments
	<u>N</u>	Advance Pay
	<u>N</u>	Advance Pay and Allowances
	<u>N</u>	Advance BAQ/VHA
	<u>N</u>	Advance Overseas Housing Allowance

Select a transaction type (N = Online, F = Offline). When the above screen appears, enter "N" on blank line beside Advance Payments. Then enter "Y" on blank line beside Advance Pay and Allowances. Your screen should now look as follows:

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Section A
GENERAL TRANSACTIONS

Advance Pay and Allowances Paid through PMIS/JUMPS (H605) Online, Continued

**Fast Path ID
and Data
Entry,
Continued**

Advance Payments and/or Allowances Transactions (Screen 1 of 1)		
000-00-0000	SK1	BOX, DAN
Stat	Options	Transactions
	<u>Online</u>	Advance Payments
	<u>N</u>	Advance Pay
	<u>Y</u>	Advance Pay and Allowances
	<u>N</u>	Advance BAQ/VHA
	<u>N</u>	Advance Overseas Housing Allowance

Now Press <GO> or <F1>. The following screen 1 of 1 will appear. Begin completing the fields.

Online Advance Pay and Allowances (Screen 1 of 1)	
000-00-0000	SK1 BOX, DAN
Departing Date:	
Effective Date:	<u>12/10/1997</u>
Effective Time:	<u>0900</u>
Entry Type:	
First day of period covered by advance:	<u>12/16/1997</u> (Element code 01)
Total amount of advances:	<u>\$0.00</u> (Element code 20)

Field	Action
Departing Date	This field is not updatable.
Effective Date	Enter the date prepared. This date must be prior to "First day of period covered by advance" below.
Effective Time	Enter effective time.
Entry Type	This field is not updatable.
First day of period covered by advance	Enter the 1 st or 16 th of the month advance pay and allowances will be paid.
Total amount of advance	Press <F2> to use the advance pay and allowances worksheet. When completing the worksheet use the member's latest LES.

When you press <F2>, the following worksheet screen 1 of 2 will appear. Begin completing the fields.

Continued next page

Section A
GENERAL TRANSACTIONS

Advance Pay and Allowances Paid through PMIS/JUMPS (H605) Online, Continued

**Fast Path ID
and Data
Entry,
Continued**

Advance Pay and Allowances Worksheet (Screen 1 of 2)		
000-00-0000	SK1	BOX, DAN
Basic Pay:	\$2,009.40	
Clothing Maint All.:	\$24.00	
BAQ w/ dependents:	\$521.70	
BAS for officers:	\$0.00	
Total Pay & Allowances:	\$2,555.10	
All allotments:	\$50.00	
SGLI:	\$17.00	
Federal, State & FICA:	\$307.06	
Dependent Dental Premium:	\$19.09	
Other Monthly Deductions:	\$0.00	
Total Deductions:	\$393.15	

Field	Action
Basic Pay	Enter the member's monthly basic pay amount.
BAQ w/dependents	Enter the member's monthly BAQ amount.
BAS for officers	For officers, enter the monthly officer BAS amount.
Total Pay & Allowances	SDA II will automatically complete this field when the above information is provided.
All Allotments	Enter all allotments to include, VEAP, Montgomery GI Bill, Individual allotments, Blanket allotments, and Savings Bond allotments.
SGLI	Enter the monthly SGLI amount. If the member has not elected SGLI coverage, then leave blank.
Federal, State, & FICA	Enter total monthly Federal, State, and FICA amount.
Family member Dental Premium	Enter the monthly amount. It will be listed on the LES as "Family Dental". If the member has not elected Family Dental coverage, then leave blank.
Other Monthly Deductions	Enter any other valid monthly deductions <u>other than allotments</u> . Examples of other deductions are (overpayments, garnishments, previously approved advance pay, etc.).
Total Deductions	SDA II will automatically complete this field when the above information is provided.

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Section A
GENERAL TRANSACTIONS

Advance Pay and Allowances Paid through PMIS/JUMPS (H605) Online, Continued

**Fast Path ID
and Data
Entry,
Continued**

When you have completed the above worksheet, press <GO> or <F1>. The following screen 2 of 2 will appear.

Advance Pay and Allowances Worksheet (Screen 2 of 2)		
000-00-0000	SK1	BOX, DAN
Total Pay & Allowances:	\$2,555.10	
Total Deductions:	\$393.15	
Final Calculated Total:	\$2,159.95	
Months Required for Advance Pay & Allowances:	2.00	
Total Advance:	\$4,320.90	(Element code 20)

Note: There are two other element codes created by this transaction, but are not shown on the above example screen, and they are element code 01 (advance pay and allowances paid through PMIS/JUMPS) and element code 20 (total of all dollar amounts). To see all of these element codes, you may print the transaction log by pressing <F6> and selecting B.

Field	Action
Total Pay & Allowances	SDA II will automatically complete this field.
Total Deductions	SDA II will automatically complete this field.
Final Calculated Total	SDA II will automatically complete this field. This amount is equal to 1 month of advance pay and allowances, less deductions.
Months required for Advance Pay and Allowances	Enter how many months of advance pay and allowances the member is requesting. Cannot exceed 3 months.
Total Advance	SDA II will automatically complete this field when "months required for advance pay and allowances field is completed by the user.

When you have completed the worksheet press <GO> or <F1>. You will return to the original screen 1 of 1. Press <Go> or <F1> again. You will the SDA II main menu. Your transaction is complete.

Continued next page

Advance Pay and Allowances Paid through PMIS/JUMPS (H605) Online, Continued

PMIS/JUMPS Effect	The advance pay and allowances paid through PMIS/JUMPS online transaction updates the following in PMIS/JUMPS: <ul style="list-style-type: none">• Segment 39.• Has no effect on the PMIS screens in the PMIS data base.
Corrections and Deletions	Corrections and deletions <u>may not</u> be made to this transaction.

Advance BAH (H605) Online

Purpose	This transaction is used to pay a member advance BAH online through PMIS/JUMPS.
Reference	<ul style="list-style-type: none">• Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 6 and Enclosure (1).• Pay Manual, COMDTINST M7220.29 (series), Chapter 9.
Transaction Built in SDA II	Advance Pay BAH.
PMIS Transaction	H605
Policies and Procedures	Information you need to know about this transaction: <ul style="list-style-type: none">• Review above references prior to submitting this transaction on a member. There are several important policies governing the payment of advance pay.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter “MIPAADUP” for Fast Path ID or press “AJAF” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. The following screen 1 of 1 will display.

Advance Payments and/or Allowances Transactions (Screen 1 of 1)		
000-00-0000 SS1 FLINT, FRED		
Stat	Options	Transactions
		Advance Payments
	<u>N</u>	Advance Pay
	<u>N</u>	Advance Pay and Allowances
	<u>N</u>	Advance BAH
	<u>N</u>	Advance Overseas Housing Allowance

Select a transaction type (N = Online, F = Offline). When the above screen appears, enter “N” on blank line beside Advance Payments. Then enter “Y” on blank line beside Advance BAH. Your screen should now look as follows:

Advance Payments and/or Allowances Transactions (Screen 1 of 1)		
000-00-0000 SS1 FLINT, FRED		
Stat	Options	Transactions
	<u>Online</u>	Advance Payments
	<u>N</u>	Advance Pay
	<u>N</u>	Advance Pay and Allowances
	<u>Y</u>	Advance BAH
	<u>N</u>	Advance Overseas Housing Allowance

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Section A
GENERAL TRANSACTIONS

Advance BAH (H605) Online, Continued

**Fast Path ID
and Data
Entry,
Continued**

Now Press <GO> or <F1>. The following screen 1 of 1 will appear. Begin completing the fields.

Online Advance BAH (Screen 1 of 1)		
000-00-0000	SS1 FLINT, FRED	
Effective Date: <u>12/12/1997</u>	Effective Time: <u>0001</u>	Entry Type:
Amount Paid:	<u>\$1,200/00</u>	(Element code 40)
Number of Installments to Repay:	<u>12</u>	(Element code 42)
Monthly Installment Amount:	<u>\$100.00</u>	(Element code 41)
Date Repayment Will Begin:	<u>01/01/1998</u>	(Element code 43)
Date Repayment Will End:	<u>12/31/1998</u>	(Element code 44)
Rotation Date:	<u>07/01/2000</u>	(Element code 45)

Note: There are two other element codes created by this transaction, but are not shown on the above sample screen. They are element code 17 (Advance BAH paid through PMIS/JUMPS) and element code 98 (Total of all money amounts in element codes 40 and 41). To see all of these element codes, you may print the transaction log by pressing <F6> and selecting B.

Field	Action
Effective Date	Enter date this transaction is prepared. Be alert to how the effective date corresponds to PMIS/JUMPS polling cut off dates and paydays. For example, if a member is expecting the advance BAH in their 15th of the month payday, this transaction must process prior to the PMIS/JUMPS mid month compute transmittal cutoff date. If the member is expecting the advance BAH in their 1st of the month payday, this transaction must process prior to the PMIS/JUMPS end month compute transmittal cutoff date.
Effective Time	Enter the effective time.
Entry Type	This field is not updatable.
Amount Paid	Enter the total amount of advance BAH the member is requesting.
Number of Installments to Repay	Enter the amount of months the member elects to repay the advance BAH. 12 months is the maximum.
Monthly Installment Amount	SDA II automatically completes this field.
Date Repayment Will Begin	SDA II automatically completes this field. When SDA II calculates this date, it uses the effective date of the transaction and the number of installments to repay.

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Section A
GENERAL TRANSACTIONS

Advance BAH (H605) Online, Continued

**Fast Path ID
and Data
Entry,
Continued**

Field	Action
Date Repayment Will End	SDA II automatically completes this field. When SDA II calculates this date, it uses the number of installments to repay and the date repayment will begin.
Rotation Date	Enter the members rotation date from current unit.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

**PMIS/JUMPS
Effect**

The advance BAH paid through PMIS/JUMPS online transaction updates the following in PMIS/JUMPS:

- Segment 41.
- Has no effect on the PMIS screens in the PMIS data base.

**Corrections
and Deletions**

Corrections and deletions may not be made to this transaction.

Advance Overseas Housing Allowance (H605) Online

Purpose	This transaction is used to pay a member advance Overseas Housing Allowance online through PMIS/JUMPS.
Reference	<ul style="list-style-type: none">• Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 6 and Enclosure (1).• Pay Manual, COMDTINST M7220.29 (series), Chapter 9.
Transaction Built in SDA II	Advance Overseas Housing Allowance.
PMIS Transaction	H605
Policies and Procedures	Information you need to know about this transaction: <ul style="list-style-type: none">• Review above references prior to submitting this transaction on a member. There are several important policies governing the payment of advance pay.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter “MIPAADUP” for Fast Path ID or press “AJAF” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <F1>. The following screen 1 of 1 will display.

Advance Payments and/or Allowances Transactions (Screen 1 of 1)		
000-00-0000		ENS STONE, JOHN
Stat	Options	Transactions
		Advance Payments
	<u>N</u>	Advance Pay
	<u>N</u>	Advance Pay and Allowances
	<u>N</u>	Advance BAH
	<u>N</u>	Advance Overseas Housing Allowance

Select a transaction type (N = Online, F = Has Been Removed; For Offline, Contact HRSIC). When the above screen appears, enter “N” on blank line beside Advance Payments. Then enter “Y” on the line beside Advance Overseas Housing Allowance. Your screen should now look as follows:

Advance Payments and/or Allowances Transactions (Screen 1 of 1)		
000-00-0000		ENS STONE, JOHN
Stat	Options	Transactions
	<u>Online</u>	Advance Payments
	<u>N</u>	Advance Pay
	<u>N</u>	Advance Pay and Allowances
	<u>N</u>	Advance BAH
	<u>Y</u>	Advance Overseas Housing Allowance

Continued next page

Section A
GENERAL TRANSACTIONS

Advance Overseas Housing Allowance (H605) Online, Continued

**Fast Path ID
and Data
Entry,
Continued**

Now Press <F1>. The following screen 1 of 1 will appear. Begin completing the fields.

Online Advance Overseas Housing Allowance (Screen 1 of 1)		
000-00-0000	ENS	STONE, JOHN
Effective Date: 12/12/1999	Effective Time: 0001	Entry Type:
Unit Location Code:	05	(Element code 30)
Amount Paid:	\$2,000.00	(Element code 40)
Monthly Installment Amount:	\$166.66	(Element code 41)
Number of Installments to Repay:	12	(Element code 42)
Date Repayment Will Begin:	01/01/2000	(Element code 43)
Date Repayment Will End:	12/31/2001	(Element code 44)
Rotation Date:	10/01/2003	(Element code 45)

Note: There are two other element codes created by this transaction, but are not shown on the above sample screen. They are element code 18 (Advance Overseas Housing Allowance paid through PMIS/JUMPS) and element code 98 (Total of all money amounts in element codes 40 and 41). To see all of these element codes, you may print the transaction log by pressing <F6> and selecting B.

Field	Action
Effective Date	Enter date this transaction is prepared. Be alert to how the effective date corresponds to PMIS/JUMPS polling cut off dates and paydays. For example, if a member is expecting the advance OHA in their 15th of the month payday, this transaction must process prior to the PMIS/JUMPS mid month compute transmittal cutoff date. If the member is expecting the advance OHA in their 1st of the month payday, this transaction must process prior to the PMIS/JUMPS end month compute transmittal cutoff date.
Effective Time	Enter the effective time.
Entry Type	This field is not updatable.
Unit Location Code	Enter unit location District number (i.e., 05, 07, 14, 17, 96).
Amount Paid	Enter the total amount of advance Overseas Housing Allowance the member is requesting.
Number of Installments to Repay	Enter the amount of months the member elects to repay the advance Overseas Housing Allowance. Normally the maximum length of time is 12 months. See the Pay Manual for exceptions.

Continued next page

Advance Overseas Housing Allowance (H605) Online, Continued

**Fast Path ID
and Data
Entry,
Continued**

Field	Action
Monthly Installment Amount	SDA II automatically completes this field. When SDA II calculates this amount, it uses the amount paid divided by the number of installments.
Date Repayment Will Begin	SDA II automatically completes this field. When SDA II calculates this date, it uses the effective date of the transaction.
Date Repayment Will End	SDA II automatically completes this field. When SDA II calculates this date, it uses the effective date repayment will begin and the number of installments to repay.
Rotation Date	Enter the member's rotation date from current unit.

When you have completed screen 1 of 1 above press <F1>. You will return to the SDA II main menu. Your transaction is complete.

**PMIS/JUMPS
Effect**

The advance Overseas Housing Allowance paid through PMIS/JUMPS online transaction updates the following in PMIS/JUMPS:

- Segment 41.
- Has no effect on the PMIS screens in the PMIS data base.

**Corrections
and Deletions**

Corrections and deletions may not be made to this transaction.

Change Liquidation Schedule (H605)

Purpose	This transaction is used to change the advances liquidation schedule for a member.
Reference	<ul style="list-style-type: none">• Pay Manual, COMDTINST M7220.29 (series), Chapter 3.• Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 6.
Transaction Built in SDA II	Change Liquidation Schedule
PMIS Transaction	H605
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• Review the Pay Manual and the Personnel and Pay Procedures Manual, prior to submitting this transaction.• This transaction can only be used for advance; Pay, BAH or OHA. The member must currently have a advance being liquidated in order to submit this transaction.• If the system will not allow you to prepare this transaction, send an e–mail to HRSIC (MAS), and HRSIC will change the liquidation schedule.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter “PACTCHG” for Fast Path ID or press “AJD” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <F1>. The following screen 1 of 1 will appear.

Change Liquidation Schedule (Screen 1 of 1)						
	000-00-0000			BMC	JACKSON, ROBERT	
Start Date	Number of Installments	Total Amount	Install Amount	Balance Amount	Effective Date	Trans Stat
06/01/1999	12	1,200.00	100.00	600.00		

When the above screen appears, highlight the correct advance the member wishes to change and press <F3>. Note: There may be more than one advance liquidating on a member. Ensure you choose the correct one. The following screen will appear.

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Section A
GENERAL TRANSACTIONS

Change Liquidation Schedule (H605), Continued

**Fast Path ID and
Data Entry,
Continued**

Once the below screen 1 of 1 appears. Begin completing the fields.

Change Liquidation Schedule (Screen 1 of 1)		
000-00-0000	BMC	JACKSON, ROBERT
Effective Date: <u>12/15/99</u>	Effective Time: <u>0001</u>	Entry Type:
Start Date of Segment to be changed: <u>06/01/1999</u>	(Element code 23)	
New Installment Amount Effective Date: <u>01/01/2000</u>	(Element code 29)	
Total Amount of Advance or Indebtedness: <u>\$1,200.00</u>	(Element code 20)	
Installment Code:	(Element code 22)	
Old Installment Amount: <u>\$100.00</u>	(Element code 24)	
New Installment Amount: <u>\$00.0</u>	(Element code 21)	

Field	Action
Effective Date	Enter the date prepared.
Effective Time	Enter the time.
Start Date of Segment to be Changed	This field is completed by SDA II. It reflects the original start date the advances liquidation began.
New Installment Amount Effective Date	Enter the first day of the month. You must pay close attention to the PMIS/JUMPS end month compute cycle dates when completing the field. For example: Since the effective date of this transaction (15 Dec) is prior to end month compute December 1999, the correct date to enter in this field will be 1 January 2000. However, if the effective date of this transaction were 28 December 1999 (past Dec 99 end month compute cycle) then the correct effective date to be entered would be 1 February 2000.

Press <F1>. SDA II will verify how much of the advance the member has left to repay. **Press space bar to continue.**

Change Liquidation Schedule (Screen 1 of 1)		
000-00-0000	BMC	JACKSON, ROBERT
Effective Date: <u>12/15/99</u>	Effective Time: <u>0001</u>	Entry Type:
Start Date of Segment to be changed: <u>06/01/1999</u>		
New Installment Amount Effective Date: <u>01/01/2000</u>		
Total Amount of Advance or Indebtedness: <u>\$500.00</u>		
Installment Code:		
Old Installment Amount: <u>\$100.00</u>		
New Installment Amount: <u>\$00.0</u>		

Continued next page

Section A
GENERAL TRANSACTIONS

Change Liquidation Schedule (H605), Continued

**Fast Path ID
and Data
Entry,
Continued**

Field	Action
Total amount of Advance of Indebtedness	SDA II will automatically change this field from the original amount of debt <u>to the amount currently owed</u> . See above screen.
Installment Code	Enter the new installment amount in number of months or enter LS for Lump Sum. The total previous and new repayment schedule can not exceed 24 months. When you have completed this field press <F6> and option B to print transaction log . The new installment amount will automatically change.
Old Installment amount	This field is completed by SDA II. It reflects the original repayment installment amount of the advance payment.
New Installment Amount	This field is completed by SDA II when <F6> is pressed as indicated above in "Installment Code" field.

Note: Once you have printed the transaction log, your screen 1 of 1 will change to show the total amount of advance or indebtedness remaining, new installment code amount, and new installment amount.

Change Liquidation Schedule (Screen 1 of 1)		
000-00-0000	BMC	JACKSON, ROBERT
Effective Date: <u>12/15/99</u>	Effective Time: <u>0001</u>	Entry Type:
Start Date of Segment to be changed: <u>06/01/1999</u>		
New Installment Amount Effective Date: <u>01/01/2000</u>		
Total Amount of Advance or Indebtedness: <u>\$500.00</u>		
Installment Code: <u>24</u>		
Old Installment Amount: <u>\$100.00</u>		
New Installment Amount: <u>\$41.66</u>		

After you have completed above screens, press <F1> and SDA II will return you to Change Liquidation Schedule screen 1 of 1 with transaction status of "C" (completed).

**PMIS/JUMPS
Affect**

This transaction updates the following in PMIS/JUMPS

- Segment 40 (for advance pay).
- Segment 41 (for advance BAH and OHA)
- Has no effect on the PMIS screens in the PMIS data base.

**Corrections
and Deletions**

Corrections and Deletions may be done to this transaction and are done in Transaction Review of the SDA II System.

Change BAH or BAQ/VHA (P606)

Purpose	This transaction is used for a member's change in BAH/BAQ status.
Reference	<ul style="list-style-type: none">• CG Pay Manual, COMDTINST M7220.29, Chapter 3• Personnel & Pay Procedures Manual, HRSICINST M1000.2A, Chapter 5.• ALPERSRU's A/98, H/98, and Z/99.
Transaction Built in SDA II	Change BAH/BAQ or VHA
PMIS Transaction	P606
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• A PCS reporting transaction will automatically stop payment of BAH with or without dependents the day prior to the effective date of reporting PCS. Timely submission of this transaction is emphasized since significant pay impact may result for the member.• Review Government Quarters In Connection with PCS Table, Change in Housing Other Than PCS Table, and Spouse in Service Table (following pages) when preparing this transaction.• Use this transaction for all start or changes in BAH entitlements and/or quarters assignments.• PMIS/JUMPS will automatically stop existing BAH entitlements and quarters checkage on the date prior to the effective date of this transaction for all members.• If a member is receiving OHA, the Start OHA transaction (P609) is used to start BAH II. It is not necessary to start BAH II with this transaction.• <u>Changes</u> to inadequate quarters rental charges must be done on the Start/Resume Pay and Allowances transaction (P607).• Members departing on terminal leave may be entitled to BAH at their last permanent duty station rate during terminal leave. See the government quarters table (following pages).• Change in Tax/Mailing address may also be completed in this transaction if necessary.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter "PADJBAQ" for Fast Path ID or press "AJBF" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. Then press <GO> or F1 again.

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Section A
GENERAL TRANSACTIONS

Change BAH or BAQ/VHA (P606), Continued

**Fast Path ID
and Data Entry,
Continued**

The following screen will appear. Begin completing the fields.

Start/Change BAH, BAQ, VHA and/or Quarters Assign (Screen 1 of 4*)		
000-00-0000	QM3	JONES, RICHARD
Effective Date: <u>01/20/1998</u>	Effective Time: <u>0001</u>	Entry Type:
<p>*Note - If the change in BAH or BAQ status is due to change in dependency, such as divorce or death, please refer to Change in Housing Transaction of the SDA II User Manual to ensure that the effective date is correct.</p> <p style="text-align: right;">BAH/BAQ Code: <u>L</u> BAH Zip Code: <u>66683</u> Start VHA?: <u>No</u></p>		

Field	Action
Effective Date	Enter the effective date. For changes in government quarters and/or dependency status, see Government Quarters In Connection With PCS Table, Change in Housing Other Than PCS Table, and Spouse in Service Table (following pages).
Effective Time	Same as above for effective date. See tables.
Entry Type	This is not updatable.
BAH/BAQ Code creates the following element codes: 01 (always created) 02 (if codes I or K is used) 11 (if code L or S is used) 12 (if codes G, H, or R is used)	Enter correct code. Use the help wheel <F2> for a complete list of BAH/BAQ codes. If code O is used, then no other information on this transaction will be entered. Note: If a code of I or K is used to establish Inadequate Government Quarters, the following screen will appear: <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"><p style="text-align: right;">Amount of Rental Charge for Inadequate Government Quarters: 000.00</p><p>Note: The rental amount shall be the lesser of: (a) the fair rental value of the inadequate quarters, or (b) 75% of BAH Type II at the with dependents rate. For members with a spouse in service who jointly occupy inadequate government quarters, the rental charge will be collected at a rate of 50% from each member. Need to ensure you are entering the correct amount or this transaction will not process through PMIS/JUMPS</p></div>

Field	Action
Amount of Rental Charge of Inadequate Government Quarters element code 02	Enter the amount of rental charge for inadequate quarters.

Continued on next page

Section A
GENERAL TRANSACTIONS

Change BAH or BAQ/VHA (P606), Continued

**Fast Path ID
and Data Entry,
Continued**

Field	Action
BAH Zip Code	Enter the BAH Zip Code. See notes 1 and 2. Note 1: This field is completed only if one of the BAH codes L, G, H, R, or S is used. Note: Do not use a FPO or APO zip code. Note 2: For BAH type II Grandfather members (previously BAQ Grandfathered) who are assigned to government quarters enter five zeros (00000). Refer to ALPERSRU's A/98 and H/98.
Start VHA	Enter "N" (no) here. However, if entering VHA information that is prior to 1 January 1998 answer "Y" (yes). If yes is entered here, the effective date of this transaction must be prior to 1 January 1998. SDA II will not allow the user to enter VHA/VHA offset information if the transaction effective date is 1 January 1998 or later. Refer to ALPERSRU's A/98 and H/98

If no other transactions were selected, and you have completed screen 1 of 4 above press <GO> or <F1>. You will return to SDA II main menu. Your transaction is complete.

**PMIS/JUMPS
Effect**

Depending upon which BAH entitlement is used, the Change BAH or BAQ/VHA transaction may update the following in PMIS/JUMPS:

- Segments 16, 17, 18, 19, 21, 34, and 35.
- Updates page 4 (Family member Information) of the PMIS screen in the PMIS database.

**Corrections
and Deletions**

Corrections and deletions may be made to this transaction and are done in transaction review of the SDA II System.

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Section A
GENERAL TRANSACTIONS

Government Quarters In Connection With PCS

Table

If Government Quarters Are		At the Following Time				And Member's Dependency Status is		Then
Cleared	Assigned	1 or more Days Prior to PCS Departure	On the Actual Day of PCS Departure	After PCS departure but before PCS Reporting	On the Actual Day of Reporting PCS	BAH Grandfather or With Dependents	BAH Child or Without Dependents	
X		X				X See Note 5	X See Notes 1, 2 and 3	Submit this transaction. Use zip code of unit <u>departing from</u> . Effective date will be the date quarters are cleared. Effective time will be 0001. .
X			X			X See Note 5	X See Notes 2 and 3	Submit this transaction. Use zip code of unit <u>departing from</u> . Effective date will be the date quarters are cleared. Effective time <u>must be</u> 5 minutes later than the Departing PCS transaction.
X				X		X See Note 5		Submit this transaction. Use zip code of unit <u>departing from</u> . Effective date will be the date quarters are cleared. Effective time will be 0001.
X				X			X	If the member is an E4 over 4 years service, Submit this transaction. Use zip code of unit <u>departing from</u> . Effective date will be the date quarters are cleared. Effective time will be 0001.
	X			X		X	X	Submit this transaction. Effective date will be the date quarters are assigned. Effective time will be 0001. Note: When the member <u>finally reports PCS</u> , you must submit this transaction again. Effective date will be date reported PCS. Effective time will be 5 minutes later than Reporting PCS transaction.
	X				X	X	X	Submit this transaction. Effective date will be date reported PCS. Effective time will be 5 minutes later than Reporting PCS transaction. See Note 4.
X					X	X	X	Submit this transaction. Use zip code of the <u>unit reporting to</u> . Effective date will be date reported PCS. Effective time will be 5 minutes later than Reporting PCS transaction.

Note 1: Single members (not BAH Child) who vacate government quarters (e.g. Leased housing) and **return** to shipboard berthing or BEQ/BOQ (barracks) prior to PCS departure are entitled to receive BAH Partial only.

Note 2: Member must be E-4 over 4 years service. Members E-4 with less than 4 years service and members in pay grades E-1 through E-3 are not entitled to BAH enroute PCS.

Note 3: For member's E-4 over 4 years service who are receiving BAH Child and assigned government quarters (BAH code P and Q) submit this transaction using BAH code R to begin BAH without.

Note 4: Do not submit two of these transactions on the same day. If the member reports TEMDU PCS and PERMDU PCS on the same day, submit one of these transactions 5 minutes later than the final PERMDU reporting PCS transaction.

Note 5: For members receiving BAH Type II Grandfathered start BAH with dependents using BAH code "S". Those Grandfathered members already receiving BAH with dependents (due to living on the economy) will continue to receive BAH with dependents enroute PCS.

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Section A
GENERAL TRANSACTIONS

Change In Housing Other Than PCS Table

If....	Then CG-4170A effective date will be....	And Change In Housing transaction Effective Date/Time Will be....
Initial entry of a member with one or more BAH eligible family members on active duty into the Coast Guard.	Date of enlistment or entry on active duty	Same date as CG-4170A See Note 1 Start/Resume COLA transaction (P607) also required. See page 2-A-148.
Initial entry of a member without BAH eligible family members on active duty into the Coast Guard.	Not applicable. CG-4170A not required	See Note 2
Initial entry of a member with one or more BAH eligible family members into the inactive Coast Guard Reserve.	Date of enlistment or entry into inactive reserve duty	See Note 3
Initial entry of a member with out BAH eligible family members into the inactive Coast Guard Reserve.	CG-4170A not required	Change in Housing transaction not required
Acquisition of an <u>initial</u> BAH eligible family member and BAH eligibility determination can be approved by the PERSRU.	Date family member is acquired	Same date as CG-4170A effective time of 0001. Start/Resume COLA transaction (P607) also required. See page 2-A-148.
When a member marries another Coast Guard member, two CG-4170A's are required. One for each member.	Both shall have an effective date of the date of marriage.	One transaction for each member with effective dates the day after CG-4170A. Effective times on each will be 0001
Acquisition of an <u>additional</u> BAH eligible family member and BAH eligibility determination can be approved by the PERSRU.	Date CG-4170A is prepared	Not required
Acquisition of a BAH eligible family member and BAH eligibility determination has been approved by HRSIC (LGL).	Date approved by HRSIC (LGL) See Note 4	If this is the member's <u>first</u> BAH eligible family member, same date as CG-4170A with an effective time of 0001. Start/Resume COLA transaction (P607) also required. See page 2-A-148.

Note 1: There will be times when a newly accessed member with BAH eligible family members **will not** report PCS to his/her permanent unit on the day of enlistment/entry on active duty. In these cases, two Change in Housing transactions will be required. The first transaction effective date will be the same date of the CG-4170A (day of enlistment). Effective time will be 0005. The second Change in Housing transaction will be done the same date the member reports PCS to his/her first unit. The effective time will be 5 minutes later than the initial PCS reporting transaction.

Note 2: The following rules apply:

- If the member reports to unit on same day as day of enlistment/entry on active duty, then the Change in Housing transaction should be effective the same date and the effective time should be 5 minutes after the Initial PCS Reporting transaction.
- If the member does not report PCS to his/her permanent unit on the day of enlistment/entry on active duty, then the Change in Housing transaction will be done the same day the member initially reports to his/her first unit. The effective time will be 5 minutes later than the initial PCS reporting transaction. If member is E-4 over 4 years service, two Change in Housing transactions will be required. The first transaction effective date will be the same day of enlistment. Effective time will be 0005. The second Change in Housing transaction will be done the same date the member reports PCS to his/her first unit. The effective time will be 5 minutes later than the initial PCS reporting transaction.

Note 3: A Change in Housing transaction is not required for inactive reserve members on the date of enlistment. If the member subsequently enters active duty for less than 140 days, the Depart/Report ADT (R990) transaction will establish the member's Housing or BAH status. If the member enters active duty for greater than 140 days, a Change in Housing transaction will be required. The effective date will be same day the member entered active duty and the effective time will be 5 minutes later than the PCS reporting transaction.

Note 4: The CG-4170A that is transmitted through PMIS/JUMPS must have the effective date the family member is approved by HRSIC (LGL). If a Change in Housing transaction is required, do not submit until approval from HRSIC (LGL) is received. The effective date must be the same as the CG-4170A.

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Section A
GENERAL TRANSACTIONS

Change In Housing Other Than PCS Table, Continued

When.....	Then CG-4170A effective date will be....	And Change In Housing transaction Effective Date/Time Will be.....	
Member gets divorced, and has no other BAH eligible family members.	Date of final divorce decree	Day after CG-4170A with effective time of 0001	
Member gets divorced and <u>has other</u> BAH eligible family members.	Date form is prepared	If member remains entitled to BAH at the with dependents rate	Then Change in Housing transaction is not required
	Date of final divorce decree	becomes entitled to BAH at a rate other than the with dependents rate (e.g. BAH Differential)	Day after CG-4170A with effective time of 0001
Death of family member and member has no other BAH eligible family members.	Date of death	Day after CG-4170A with effective time of 0001	
Family member child becomes of age (and is not incapacitated or a full time student) and member has no other BAH eligible family members.	Day prior to the child's 21 st birthday	Day after CG-4170A with effective time of 0001	
Family member child becomes of age (and is not incapacitated or a full time student) and member <u>has other</u> BAH eligible family members.	Date form is prepared	Not Required	
Full time student family member child becomes of age (and is not incapacitated) and member has no other BAH eligible family members.	Day prior to the child's 23 rd birthday	Day after CG-4170A with effective time of 0001	
Full time student family member child becomes of age (and is not incapacitated) and member <u>has other</u> BAH eligible family members.	Date form is prepared	Not Required	
Family member child marries and member has no other BAH eligible family members.	Date of child's marriage	Day after CG-4170A with effective time of 0001	
Annulment and member has no other BAH eligible family members.	Day prior to the annulment	Day after CG-4170A with effective time of 0001	
Removal of legal "ward" and member has no other BAH eligible family members.	Date of court ordered removal	Day after CG-4170A with effective time of 0001	
Family member adopted by third party and member has no other BAH eligible family members	Day prior to date of adoption	Day after CG-4170A with effective time of 0001	
Another person or family member who was "in fact" dependent on the member for support, but is no longer a dependent for BAH purposes and the member has no other BAH eligible family members.	Day prior to date dependency status ceases	Day after CG-4170A with effective time of 0001	
Spouse enters active military service and member has no other BAH eligible family members.	Day prior to the date spouse enters military service	Day after CG-4170A with effective time of 0001	
Initial entry of family member child into active military service and the member has no other BAH eligible family members.	Day prior to family member child's entry into military service	Day after CG-4170A with effective time of 0001	

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Section A
GENERAL TRANSACTIONS

Spouse In Service NOT Assigned To Same Or Adjacent Base

Table

Rule in figure 3-12 CG Pay Manual	Member A Number of dependents	Member B Number of dependents	Member A Change in Housing BAH Code	Member B Change in Housing BAH Code
1	Spouse only	Spouse only	H	H
2	Spouse only	Spouse only	H	D, E, F
3	Spouse only	Spouse only	D, E, F	H
4	Spouse and Child(ren) of marriage	Spouse only	L	H
5	Spouse and Child(ren) of marriage	Spouse only	L	D, E, F
6	Spouse and Child(ren)	Spouse only	L	H
7	Spouse B and dependents member A has on own right other than spouse B and Child(ren) born of marriage to spouse B if spouse B does not claim	Spouse A and dependents member B has on own right other than spouse A and Child(ren) born of marriage to spouse A if spouse A does not claim	L	L
8	Spouse B and dependents member A has on own right other than spouse B	Spouse A and dependents member B has on own right other than spouse A	L	L

This exhibit must be used in conjunction with Figure 3-12 of the Coast Guard Pay Manual, COMDTINST M7220.29(series)

Spouse In Service Members Assigned to Same or Adjacent Base

Table

Rule in figure 3-12 CG Pay Manual	Member A Number of dependents	Member B Number of dependents	Member A Change in Housing BAH Code	Member B Change in Housing BAH Code
9	Spouse only	Spouse only	H	H
10	Spouse and child(ren)	Spouse only	L	H
11	Spouse only	Spouse A and dependents member B has on own right other than spouse A and children born of the marriage to spouse A.		
12	Spouse B and dependents member A has on own right other than spouse B and Child(ren) born of marriage to spouse B	Spouse only	L	H See note 1
13	Spouse B and dependents member A has on own right other than spouse B and Child(ren) born of marriage to spouse B	Spouse A and dependents member B has on own right other than spouse A	L	H See note 1
14	Spouse B and dependents member A has on own right other than spouse B	Spouse A and dependents member B has on own right other than spouse A	L	H See note 1
15	Spouse B and dependents member A has on own right other than spouse B	Spouse A only and member and dependents member B has on own right other than Spouse A.	L	H

This exhibit must be used in conjunction with Figure 3-12 of the Coast Guard Pay Manual, COMDTINST M7220.29(series)

Note 1: Unless this member has family member parent(s), then use "L" BAH code.

Start/Resume Pay and Allowances (Aviation Pay) (P607)

Purpose	This transaction is used to start/resume the different types of Aviation Pay for a member.
Reference	<ul style="list-style-type: none">Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 7.Pay Manual, COMDTINST M7220.29 (series), Chapter 5.
Transaction Built in SDA II	Aviation Pay Entitlements.
PMIS Transaction	P607
Policies and Procedures	Information you need to know about this transaction: <ul style="list-style-type: none">Review above references prior to submitting this transaction on a member.This transaction can be used to start/resume multiple allowances on a member. The user may select them by putting a “Y” beside the allowances to be started/resumed.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter “PADJSTRT” for Fast Path ID or press “AJBA” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. The following screen 1 of 2 will display.

Start Resume Pay and Allowances (Screen 1 of 2)		
000-00-0000 LTJG HACKETT, JOE		
Stat	Options	Transactions
	<u>N</u>	Aviation Pay?
	<u>N</u>	Diving Duty Pay?
	<u>N</u>	Hardship Duty Pay-Location?
	<u>N</u>	Hostile Fire Pay (this month only)?
	<u>N</u>	Hostile Fire Pay (until further orders)?
	<u>N</u>	Tax Exclusion (this month only) Pay?
	<u>N</u>	Tax Exclusion (until further orders) Pay?
	<u>N</u>	Subsistence Pay?
	<u>N</u>	COLA (Cost of Living Allowances)?

Continued next page

Section A
GENERAL TRANSACTIONS

Start/Resume Pay and Allowances (Aviation Pay) (P607), Continued

Fast Path ID and Data Entry, Continued When the above screen appears, enter “Y” on line beside Aviation Pay.
Your screen should now look as follows:

Start Resume Pay and Allowances (Screen 1 of 2)		
000-00-0000		
LTJG HACKETT, JOE		
Stat	Options	Transactions
	<u>Y</u>	Aviation Pay?
	<u>N</u>	Diving Duty Pay?
	<u>N</u>	Hardship Duty Pay-Location?
	<u>N</u>	Hostile Fire Pay (this month only)?
	<u>N</u>	Hostile Fire Pay (until further orders)?
	<u>N</u>	Tax Exclusion (this month only) Pay?
	<u>N</u>	Tax Exclusion (until further orders) Pay?
	<u>N</u>	Subsistence Pay?
	<u>N</u>	COLA (Cost of Living Allowances)?

Now Press <GO> or <F1>. The following screen 2 of 2 will display.

Start Resume Pay and Allowances (Screen 2 of 2)		
000-00-0000		
LTJG HACKETT, JOE		
Stat	Options	Transactions
	<u>N</u>	Career Sea Pay and Career Sea Pay Premium (if applicable)?
	<u>N</u>	Special Duty Assignment Pay?
	<u>N</u>	Responsibility Pay?
	<u>N</u>	Start VHA?
	<u>N</u>	Start/Change/Verify VHA Offset?
	<u>N</u>	Change Rental Charge for Inadequate Govt Qtrs?
	<u>N</u>	Flight Deck Hazardous Duty Pay?
	<u>N</u>	High Pressure Chamber Hazardous Duty Incentive Pay?

Press <GO> or <F1> again. The next screen 1 of 1 “Aviation Pay Entitlements” will display.

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Section A
GENERAL TRANSACTIONS

Start/Resume Pay and Allowances (Aviation Pay) (P607), Continued

**Fast Path ID
and Data
Entry,
Continued**

Begin completing the applicable fields.

Aviation Pay Entitlements (Screen 1 of 1)		
000-00-0000	LTJG	HACKETT, JOE
Effective Date: <u>12/15/1997</u>	Effective Time: <u>2300</u>	Entry Type:
Current Flight Status: New Flight Status:		
<div style="display: flex; justify-content: space-between;"><div>1. Start Aviation Career Incentive Pay?</div><div>(Element code 11)</div></div>		
<div style="display: flex; justify-content: space-between;"><div>2. Start Noncrew Member Hazardous Duty Incentive Pay?</div><div>(Element code 12)</div></div>		
<div style="display: flex; justify-content: space-between;"><div>3. Start Crew Member Hazardous Duty Incentive Pay?</div><div>(Element code 13)</div></div>		
<div style="display: flex; justify-content: space-between;"><div>4. Restart ACIP - Administrative Suspension removed?</div><div>(Element code 17)</div></div>		
<div style="display: flex; justify-content: space-between;"><div>5. Medically Qualified for Aviation. Remove Suspension?</div><div>(Element code 18)</div></div>		
<div style="display: flex; justify-content: space-between;"><div>6. Continue ACIP past 25 years of Aviation Service?</div><div>(Element code 19)</div></div>		
Aviation Pay Option: <u>1</u>		
Date Member has 25 years of Officer Service: <u>10/23/2017</u>		

Note: The element code created in this transaction depends upon the Aviation Pay Option 1 through 6 that is selected by the user. In the above example, since Aviation Pay Option 1 has been selected, element code 11 will be created on the transaction.

Field	Action
Effective Date	Enter the date the member became entitled.
Effective Time	Enter the effective time.
Entry Type	This is not updatable.
Current Flight Status	SDA II completes this field.
New Flight Status	SDA II completes this field.
Aviation Pay Option	Enter one of the 6 options listed in screen 1 of 1 above. Note: For enlisted members options 1, 4, 5, and 6 are not allowed.
Date Member has 25 years of Officer Service	Enter date.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

Continued next page

Start/Resume Pay and Allowances (Aviation Pay) (P607), Continued

PMIS/JUMPS Effect	<p>The Start/Resume Pay And Allowances (Aviation Pay) transaction updates the following in PMIS/JUMPS.</p> <ul style="list-style-type: none">• Segment 11 (for Aviation Career Incentive Pay)• Segment 12 (for Crew Member Flight Pay)• Segment 13 (for Noncrew Member Flight Pay)• Segment 60 (for Aviation Career Incentive Pay)• Updates page 10 (Aviator Information) of the PMIS screens in the PMIS Data Base.
Corrections and Deletions	<p>Corrections and deletions may be made to this transaction and are done in transaction review of the SDA II System.</p>

Start Resume Pay and Allowances (Screen 1 of 2)		
000-00-0000		BM1 KIRK JAMES
Stat	Options	Transactions
	<u>N</u>	Aviation Pay?
	<u>N</u>	Diving Duty Pay?
	<u>N</u>	Hardship Duty Pay-Location?
	<u>N</u>	Hostile Fire Pay (this month only)?
	<u>N</u>	Hostile Fire Pay (until further orders)?
	<u>N</u>	Tax Exclusion (this month only) Pay?
	<u>N</u>	Tax Exclusion (until further orders) Pay?
	<u>N</u>	Subsistence Pay?
	<u>N</u>	COLA (Cost of Living Allowances)?

Transaction Preparation

Start/Resume Pay and Allowances (Diving Duty Pay) (P607),
Continued

Start Resume Pay and Allowances (Screen 1 of 2)		
000-00-0000		BM1 KIRK, JAMES
Stat	Options	Transactions
	<u>N</u>	Aviation Pay?
	<u>Y</u>	Diving Duty Pay?
	<u>N</u>	Hardship Duty Pay-Location?
	<u>N</u>	Hostile Fire Pay (this month only)?
	<u>N</u>	Hostile Fire Pay (until further orders)?
	<u>N</u>	Tax Exclusion (this month only) Pay?
	<u>N</u>	Tax Exclusion (until further orders) Pay?
	<u>N</u>	Subsistence Pay?
	<u>N</u>	COLA (Cost of Living Allowances)?

Start Resume Pay and Allowances (Screen 2of 2)		
000-00-0000	BM1	KIRK, JAMES
Stat	Options	Transactions
	<u>N</u>	Career Sea Pay and Career Sea Pay Premium (if applicable)?
	<u>N</u>	Special Duty Assignment Pay?
	<u>N</u>	Responsibility Pay?
	<u>N</u>	Start VHA?
	<u>N</u>	Start/Change/Verify VHA Offset?
	<u>N</u>	Change Rental Charge for Inadequate Govt Qtrs?
	<u>N</u>	Flight Deck Hazardous Duty Pay?
	<u>N</u>	High Pressure Chamber Hazardous Duty Incentive Pay?

Diving Duty Pay Entitlements (Screen 1 of 1)		
000-00-0000	BM1	KIRK, JAMES
Effective Date: <u>12/16/1997</u>	Effective Time: <u>0800</u>	Entry Type:
Diving Code: <u>F</u>	(Element code 20)	
Diving Qualification Lapse Date: <u>10/11/1998</u>	(Element code 21)	

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Start/Resume Pay and Allowances (Diving Duty Pay) (P607), Continued

**Fast Path ID
and Data Entry,
Continued**

Field	Action
Effective Date	Enter date dive pay starts. If the transaction is prepared for requalification the effect date will be the date this transaction is prepared.
Effective Time	Enter the effective time.
Entry Type	This is not updateable.
Diving Code	Enter the correct code. Press the help wheel <F2> for a list of codes.
Diving Qualifications Lapse Date	Enter the lapse date.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

**PMIS/JUMPS
Effect**

The Start/Resume Pay And Allowances (Diving Duty Pay) transaction updates the following in PMIS/JUMPS.

- Segment 10
- Does not effect the PMIS screens in the PMIS Data Base.

**Corrections
and Deletions**

Corrections and deletions may be made to this transaction and are done in transaction review of the SDA II System.

Start/Resume Pay and Allowances (Hardship Duty Pay - Location) (P607)

Purpose	This transaction is used to start Hardship Duty Pay-Location for a member.
Reference	<ul style="list-style-type: none">Pay Manual, COMDTINST M7220.29 (series), Chapter 4.
Transaction Built in SDA II	Hardship Duty Pay-Location
PMIS Transaction	P607
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">Review chapter 4 of the Pay Manual prior to submitting this transaction on a member.If the member will be receiving multiple allowances, the user may select them by putting a “Y” beside the allowances in this transaction.Hardship Duty Pay-Location is not payable when a member is receiving sea pay. However, a nonrated member may receive Hardship Duty Pay-Location and accumulate sea time. In the case of a nonrated member, both the Hardship Duty Pay-Location and Career sea pay transaction must be completed if applicable.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter “PADJSTRT” for Fast Path ID or press “AJBA” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. The following screen 1 of 2 will display.

Start Resume Pay and Allowances (Screen 1 of 2)		
000-00-0000		MKC BROWN, MURPHY
Stat	Options	Transactions
<u>N</u>		Aviation Pay?
<u>N</u>		Diving Duty Pay?
<u>N</u>		Hardship Duty Pay-Location?
<u>N</u>		Hostile Fire Pay (this month only)?
<u>N</u>		Hostile Fire Pay (until further orders)?
<u>N</u>		Tax Exclusion (this month only) Pay?
<u>N</u>		Tax Exclusion (until further orders) Pay?
<u>N</u>		Subsistence Pay?
<u>N</u>		COLA (Cost of Living Allowances)?

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Section A
GENERAL TRANSACTIONS

Start/Resume Pay and Allowances (Hardship Duty Pay-Location) (P607), Continued

Fast Path ID and Data Entry, Continued When the above screen appears, enter “Y” on line beside Hardship Duty Pay-Location.
Your screen should now look as follows:

Start Resume Pay and Allowances (Screen 1 of 2)		
000-00-0000 MKC BROWN, MURPHY		
Stat	Options	Transactions
	<u>N</u>	Aviation Pay?
	<u>N</u>	Diving Duty Pay?
	<u>Y</u>	Hardship Duty Pay-Location?
	<u>N</u>	Hostile Fire Pay (this month only)?
	<u>N</u>	Hostile Fire Pay (until further orders)?
	<u>N</u>	Tax Exclusion (this month only) Pay?
	<u>N</u>	Tax Exclusion (until further orders) Pay?
	<u>N</u>	Subsistence Pay?
	<u>N</u>	COLA (Cost of Living Allowances)?

Now Press <GO> or <F1>. The following screen 2 of 2 will appear. Press <GO> or <F1> again.

Start Resume Pay and Allowances (Screen 2 of 2)		
000-00-0000 MKC BROWN, MURPHY		
Stat	Options	Transactions
	<u>N</u>	Career Sea Pay and Career Sea Pay Premium (if applicable)?
	<u>N</u>	Special Duty Assignment Pay?
	<u>N</u>	Responsibility Pay?
	<u>N</u>	Start VHA?
	<u>N</u>	Start/Change/Verify VHA Offset?
	<u>N</u>	Change Rental Charge for Inadequate Govt Qtrs?
	<u>N</u>	Flight Deck Hazardous Duty Pay?
	<u>N</u>	High Pressure Chamber Hazardous Duty Incentive Pay?

Press <GO> or <F1> again. The next screen 1 of 1 “Hardship Duty Pay-Location Entitlements” will display. Complete the fields.

Hardship Duty Pay-Location (Screen 1 of 1)		
000-00-0000 MKC BROWN, MURPHY		
Effective Date:	<u>12/16/1997</u>	Effective Time: <u>0800</u> Entry Type:

Note: This transaction creates element code 23, which can be seen by printing <F6> and selecting option B to print the transaction log.

Continued next page

Start/Resume Pay and Allowances (Hardship Duty Pay-Location) (P607), Continued

Fast Path ID and Data Entry, Continued	Field	Action
	Effective Date	Enter the date the member is entitled to Hardship Duty Pay-Location.
	Effective Time	Enter the effective time.
	Entry Type	This is not updatable.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect The Start/Resume Pay And Allowances (Hardship Duty Pay-Location) transaction updates the following in PMIS/JUMPS.

- Segment 08
- Does not effect the PMIS screens in the PMIS Data Base.

Corrections and Deletions Corrections may not be made to this transaction. Deletions are allowed and are done in transaction review of the SDA II System.

Start/Resume Pay and Allowances (Hostile Fire Pay - This Month Only) (P607)

Purpose	This transaction is used to start Hostile Fire Pay (this month only) for a member.
Reference	<ul style="list-style-type: none">• Pay Manual, COMDTINST M7220.29 (series), Chapter 4• Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series) Chapter 7.
Transaction Built in SDA II	Hostile Fire Pay (this month only)
PMIS Transaction	P607
Policies and Procedures	Information you need to know about this transaction: <ul style="list-style-type: none">• Review chapter 4 of the Pay Manual prior to submitting this transaction on a member.• If the member will be receiving multiple allowances, the user may select them by putting a “Y” beside the allowances in this transaction.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter “PADJSTRT” for Fast Path ID or press “AJBA” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. The following screen 1 of 2 will display.

Start Resume Pay and Allowances (Screen 1 of 2)		
000-00-0000		LT SIMPSON, HORATIO
Stat	Options	Transactions
<u>N</u>		Aviation Pay?
<u>N</u>		Diving Duty Pay?
<u>N</u>		Hardship Duty Pay-Location?
<u>N</u>		Hostile Fire Pay (this month only)?
<u>N</u>		Hostile Fire Pay (until further orders)?
<u>N</u>		Tax Exclusion (this month only) Pay?
<u>N</u>		Tax Exclusion (until further orders) Pay?
<u>N</u>		Subsistence Pay?
<u>N</u>		COLA (Cost of Living Allowances)?

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Section A
GENERAL TRANSACTIONS

Start/Resume Pay and Allowances (Hostile Fire Pay - This Month Only) (P607), Continued

Fast Path ID and Data Entry, Continued When the above screen appears, enter “Y” on the line beside Hostile Fire Pay (this month only). The screen should now look as follows:

Start Resume Pay and Allowances (Screen 1 of 2)		
000-00-0000	LT	SIMPSON, HORATIO
Stat	Options	Transactions
	<u>N</u>	Aviation Pay?
	<u>N</u>	Diving Duty Pay?
	<u>N</u>	Hardship Duty Pay-Location?
	<u>Y</u>	Hostile Fire Pay (this month only)?
	<u>N</u>	Hostile Fire Pay (until further orders)?
	<u>N</u>	Tax Exclusion (this month only) Pay?
	<u>N</u>	Tax Exclusion (until further orders) Pay?
	<u>N</u>	Subsistence Pay?
	<u>N</u>	COLA (Cost of Living Allowances)?

Now Press <GO> or <F1>. The following screen 2 of 2 will appear. Press <GO> or <F1> again

Start Resume Pay and Allowances (Screen 2 of 2)		
000-00-0000	LT	SIMPSON, HORATIO
Stat	Options	Transactions
	<u>N</u>	Career Sea Pay and Career Sea Pay Premium (if applicable)?
	<u>N</u>	Special Duty Assignment Pay?
	<u>N</u>	Responsibility Pay?
	<u>N</u>	Start VHA?
	<u>N</u>	Start/Change/Verify VHA Offset?
	<u>N</u>	Change Rental Charge for Inadequate Govt Qtrs?
	<u>N</u>	Flight Deck Hazardous Duty Pay?
	<u>N</u>	High Pressure Chamber Hazardous Duty Incentive Pay?

Press <GO> or <F1> again. The screen 1 of 1 “Hostile Fire Pay - This Month Only” will display. Complete the fields.

Hostile Fire Pay This Month Only (Screen 1 of 1)		
000-00-0000	LT	SIMPSON, HORATIO
Effective Date:	<u>12/17/1997</u>	Effective Time: <u>0800</u> Type Entry:

Note: This transaction creates element code 24, which can be seen by printing <F6>and selecting option B to print the transaction log.

Continued next page

Start/Resume Pay and Allowances (Hostile Fire Pay- This Month Only) (P607), Continued

Fast Path ID and Data Entry, Continued	Field	Action
	Effective Date	Enter the day of the month the member becomes entitled to Hostile Fire Pay..
	Effective Time	Enter the effective time.
	Type Entry	This is not updatable.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect The Start/Resume Pay And Allowances (Hostile Fire Pay – This Month Only) transaction updates the following in PMIS/JUMPS.

- Segment 05
- Does not effect the PMIS screens in the PMIS Data Base.

Corrections and Deletions Corrections and Deletions may be made to this transaction and are done in transaction review of the SDA II System.

Start/Resume Pay and Allowances (Hostile Fire Pay - Until Further Orders) (P607)

Purpose	This transaction is used to start Hostile Fire Pay (until further orders) for a member.
Reference	<ul style="list-style-type: none">• Pay Manual, COMDTINST M7220.29 (series), Chapter 4• Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series) Chapter 7.
Transaction Built in SDA II	Hostile Fire Pay (until further orders)
PMIS Transaction	P607
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• Review chapter 4 of the Pay Manual prior to submitting this transaction on a member.• If the member will be receiving multiple allowances, the user may select them by putting a “Y” beside the allowances in this transaction.• This transaction is used to start Hostile Fire Pay for a member when the entitlement will be for <u>more than one month</u>.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter “PADJSTRT” for Fast Path ID or press “AJBA” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. The following screen 1 of 2 will display.

Start Resume Pay and Allowances (Screen 1 of 2)		
000-00-0000		QM2 MALONE, SAM
Stat	Options	Transactions
<u>N</u>		Aviation Pay?
<u>N</u>		Diving Duty Pay?
<u>N</u>		Hardship Duty Pay-Location?
<u>N</u>		Hostile Fire Pay (this month only)?
<u>N</u>		Hostile Fire Pay (until further orders)?
<u>N</u>		Tax Exclusion (this month only) Pay?
<u>N</u>		Tax Exclusion (until further orders) Pay?
<u>N</u>		Subsistence Pay?
<u>N</u>		COLA (Cost of Living Allowances)?

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Section A
GENERAL TRANSACTIONS

Start/Resume Pay and Allowances (Hostile Fire Pay - Until Further Orders) (P607), Continued

**Fast Path ID
and Data Entry,
Continued**

When the above screen appears, enter “Y” on line beside Hostile Fire Pay (until further orders). Your screen should now look as follows:

Start Resume Pay and Allowances (Screen 1 of 2)		
000-00-0000 QM2 MALONE, SAM		
Stat	Options	Transactions
	<u>N</u>	Aviation Pay?
	<u>N</u>	Diving Duty Pay?
	<u>N</u>	Hardship Duty Pay-Location?
	<u>N</u>	Hostile Fire Pay (this month only)?
	<u>Y</u>	Hostile Fire Pay (until further orders)?
	<u>N</u>	Tax Exclusion (this month only)?
	<u>N</u>	Tax Exclusion (until further orders) Pay?
	<u>N</u>	Subsistence Pay?
	<u>N</u>	COLA (Cost of Living Allowances)?

Now Press <GO> or <F1>. The following screen 2 of 2 will appear. Press <GO> or <F1> again

Start Resume Pay and Allowances (Screen 2 of 2)		
000-00-0000 QM2 MALONE, SAM		
Stat	Options	Transactions
	<u>N</u>	Career Sea Pay and Career Sea Pay Premium (if applicable)?
	<u>N</u>	Special Duty Assignment Pay?
	<u>N</u>	Responsibility Pay?
	<u>N</u>	Start VHA?
	<u>N</u>	Start/Change/Verify VHA Offset?
	<u>N</u>	Change Rental Charge for Inadequate Govt Qtrs?
	<u>N</u>	Flight Deck Hazardous Duty Pay?
	<u>N</u>	High Pressure Chamber Hazardous Duty Incentive Pay?

Press <GO> or <F1> again. The next screen 1 of 1 “Hostile Fire Pay - Until Further Orders” will display. Complete the fields.

Hostile Fire Pay This Month Only (Screen 1 of 1)		
000-00-0000 QM2 MALONE, SAM		
Effective Date:	<u>12/17/1997</u>	Effective Time: <u>0800</u> Entry Type:

Note: This transaction creates element code 25, which can be seen by printing <F6>and selecting option B to print the transaction log.

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Start/Resume Pay and Allowances (Hostile Fire Pay - Until Further Orders) (P607), Continued

Fast Path ID and Data Entry, Continued	Field	Action
	Effective Date	Enter the day of the month the member becomes entitled to Hostile Fire Pay.
	Effective Time	Enter the effective time.
	Type Entry	This is not updatable.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect

The Start/Resume Pay And Allowances (Hostile Fire Pay - Until Further Orders) transaction updates the following in PMIS/JUMPS.

- Segment 05
- Does not effect the PMIS screens in the PMIS Data Base.

Corrections and Deletions

Corrections and deletions may be made to this transaction and are done in transaction review of the SDA II System.

Start/Resume Pay and Allowances (Tax Exclusion This Month Only) (P607)

Purpose	This transaction is used to credit Tax Exclusion (this month only) for a member.
Reference	<ul style="list-style-type: none">• Pay Manual, COMDTINST M7220.29 (series), Chapter 8.• Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series) Chapter 8.
Transaction Built in SDA II	Tax Exclusion (this month only)
PMIS Transaction	P607
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• Review chapter 8 of the Pay Manual prior to submitting this transaction on a member.• If the member will be receiving multiple allowances, the user may select them by putting a “Y” beside the allowances in this transaction.• This transaction is used to credit a member tax exclusion for any part of a month served on active duty in a combat zone.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter “PADJSTRT” for Fast Path ID or press “AJBA” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. The following screen 1 of 2 will display.

Start Resume Pay and Allowances (Screen 1 of 2)		
000-00-0000		GM1 SMITH, ZACHARY
Stat	Options	Transactions
	<u>N</u>	Aviation Pay?
	<u>N</u>	Diving Duty Pay?
	<u>N</u>	Hardship Duty Pay-Location?
	<u>N</u>	Hostile Fire Pay (this month only)?
	<u>N</u>	Hostile Fire Pay (until further orders)?
	<u>N</u>	Tax Exclusion (this month only) Pay?
	<u>N</u>	Tax Exclusion (until further orders) Pay?
	<u>N</u>	Subsistence Pay?
	<u>N</u>	COLA (Cost of Living Allowances)?

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Section A
GENERAL TRANSACTIONS

Start/Resume Pay and Allowances (Tax Exclusion This Month Only) (P607), Continued

**Fast Path ID
and Data Entry,
Continued**

When the above screen appears, enter “Y” on line beside Tax Exclusion (this month only). Your screen should now look as follows:

Start Resume Pay and Allowances (Screen 1 of 2)		
000-00-0000 GM1 SMITH, ZACHARY		
Stat	Options	Transactions
	<u>N</u>	Aviation Pay?
	<u>N</u>	Diving Duty Pay?
	<u>N</u>	Hardship Duty Pay-Location?
	<u>N</u>	Hostile Fire Pay (this month only)?
	<u>N</u>	Hostile Fire Pay (until further orders)?
	<u>Y</u>	Tax Exclusion (this month only) Pay?
	<u>N</u>	Tax Exclusion (until further orders) Pay?
	<u>N</u>	Subsistence Pay?
	<u>N</u>	COLA (Cost of Living Allowances)?

Now Press <GO> or <F1>. The following screen 2 of 2 will appear. Press <GO> or <F1> again

Start Resume Pay and Allowances (Screen 2 of 2)		
000-00-0000 GM1 SMITH, ZACHARY		
Stat	Options	Transactions
	<u>N</u>	Career Sea Pay and Career Sea Pay Premium (if applicable)?
	<u>N</u>	Special Duty Assignment Pay?
	<u>N</u>	Responsibility Pay?
	<u>N</u>	Start VHA?
	<u>N</u>	Start/Change/Verify VHA Offset?
	<u>N</u>	Change Rental Charge for Inadequate Govt Qtrs?
	<u>N</u>	Flight Deck Hazardous Duty Pay?
	<u>N</u>	High Pressure Chamber Hazardous Duty Incentive Pay?

Press <GO> or <F1> again. The next screen 1 of 1 “Tax Exclusion This Month Only” will display. Complete the fields.

Tax Exclusion This Month Only (Screen 1 of 1)		
000-00-0000 GM1 SMITH, ZACHARY		
Effective Date:	<u>12/15/1997</u>	Effective Time: <u>0800</u> Type Entry:

Note: This transaction creates element code 26, which can be seen by printing <F6>and selecting option B to print the transaction log.

Continued next page

Start/Resume Pay and Allowances (Tax Exclusion This Month Only) (P607), Continued

Fast Path ID and Data Entry, Continued	Field	Action
	Effective Date	Enter the day of the month the member becomes entitled to the tax exclusion.
	Effective Time	Enter the effective time.
	Type Entry	This is not updatable.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect

The Start/Resume Pay And Allowances (Tax exclusion this month only) transaction updates the following in PMIS/JUMPS.

- Segment 64 (Federal Tax Information)
- Segment 65 (Federal Tax Information adjustment)
- Segment 66 (State Tax Information if applicable)
- Segment 67 (State Tax Information adjustment if applicable)

Does not effect the PMIS screens in the PMIS Data Base.

Corrections and Deletions

Corrections may not be made to this transaction. Deletions are allowed and are done in transaction review of the SDA II System.

Start/Resume Pay and Allowances (Tax Exclusion Until Further Orders) (P607)

Purpose	This transaction is used to start Tax Exclusion (until further orders) for a member.
Reference	<ul style="list-style-type: none">• Pay Manual, COMDTINST M7220.29 (series), Chapter 8• Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series) Chapter 8.
Transaction Built in SDA II	Tax Exclusion (until further orders)
PMIS Transaction	P607
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• Review chapter 8 of the Pay Manual prior to submitting this transaction on a member.• If the member will be receiving multiple allowances, the user may select them by putting a “Y” beside the allowances in this transaction.• This transaction will start tax exclusion on a member serving on active duty in a combat zone <u>for more than one month</u>.
Fast Path ID and Data Entry	If this transaction is not being created in an event, enter “PADJSTRT” for Fast Path ID or press “AJBA” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. The following screen 1 of 2 will display.

Start Resume Pay and Allowances (Screen 1 of 2)		
000-00-0000		QM2 MALONE, SAM
Stat	Options	Transactions
	<u>N</u>	Aviation Pay?
	<u>N</u>	Diving Duty Pay?
	<u>N</u>	Hardship Duty Pay-Location?
	<u>N</u>	Hostile Fire Pay (this month only)?
	<u>N</u>	Hostile Fire Pay (until further orders)?
	<u>N</u>	Tax Exclusion (this month only) Pay?
	<u>N</u>	Tax Exclusion (until further orders) Pay?
	<u>N</u>	Subsistence Pay?
	<u>N</u>	COLA (Cost of Living Allowances)?

Continued next page

Section A
GENERAL TRANSACTIONS

Start/Resume Pay and Allowances (Tax Exclusion Until Further Orders) (P607), Continued

**Fast Path ID
and Data Entry,
Continued**

When the above screen appears, enter “Y” on line beside Tax Exclusion (until further orders). Your screen should now look as follows:

Start Resume Pay and Allowances (Screen 1 of 2)		
000-00-0000 QM2 MALONE, SAM		
Stat	Options	Transactions
	<u>N</u>	Aviation Pay?
	<u>N</u>	Diving Duty Pay?
	<u>N</u>	Hardship Duty Pay-Location?
	<u>N</u>	Hostile Fire Pay (this month only)?
	<u>N</u>	Hostile Fire Pay (until further orders)?
	<u>N</u>	Tax Exclusion (this month only) Pay?
	<u>Y</u>	Tax Exclusion (until further orders) Pay?
	<u>N</u>	Subsistence Pay?
	<u>N</u>	COLA (Cost of Living Allowances)?

Now Press <GO> or <F1>. The following screen 2 of 2 will appear. Press <GO> or <F1> again

Start Resume Pay and Allowances (Screen 2 of 2)		
000-00-0000 QM2 MALONE, SAM		
Stat	Options	Transactions
	<u>N</u>	Career Sea Pay and Career Sea Pay Premium (if applicable)?
	<u>N</u>	Special Duty Assignment Pay?
	<u>N</u>	Responsibility Pay?
	<u>N</u>	Start VHA?
	<u>N</u>	Start/Change/Verify VHA Offset?
	<u>N</u>	Change Rental Charge for Inadequate Govt Qtrs?
	<u>N</u>	Flight Deck Hazardous Duty Pay?
	<u>N</u>	High Pressure Chamber Hazardous Duty Incentive Pay?

Press <GO> or <F1> again. The next screen 1 of 1 “Tax Exclusion Until Further Orders” will display. Complete the fields.

Tax Exclusion Until Further Orders (Screen 1 of 1)		
000-00-0000 QM2 MALONE, SAM		
Effective Date:	<u>12/17/1997</u>	Effective Time: <u>0800</u> Entry Type:

Note: This transaction creates element code 27, which can be seen by printing <F6> and selecting option B to print the transaction log.

Continued next page

Start/Resume Pay and Allowances (Tax Exclusion Until Further Orders) (P607), Continued

Fast Path ID and Data Entry, Continued	Field	Action
	Effective Date	Enter the day of the month the member becomes entitled to tax exclusion.
	Effective Time	Enter the effective time.
	Type Entry	This is not updatable.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect

The Start/Resume Pay And Allowances (Tax Exclusion until further orders) transaction updates the following in PMIS/JUMPS. However, the adjustment will not compute until the entitlement ends.

- Segment 64 (Federal Tax Information)
- Segment 65 (Federal Tax Information adjustment)
- Segment 66 (State Tax Information if applicable)
- Segment 67 (State Tax Information adjustment if applicable)

Does not effect the PMIS screens in the PMIS Data Base.

Corrections and Deletions

Corrections may not be made to this transaction. Deletions are allowed and are done in transaction review of the SDA II System.

Start/Resume Pay and Allowances (Subsistence Pay) (P607)

Purpose	This transaction is used to start Enlisted Subsistence Entitlements for a member.
Reference	<ul style="list-style-type: none">• Pay Manual, COMDTINST M7220.29 (series), Chapter 3.
Transaction Built in SDA II	Enlisted Subsistence Entitlements
PMIS Transaction	P607
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• Review chapter 3 of the Pay Manual prior to submitting this transaction on a member.• If the member will be receiving multiple allowances, the user may select them by putting a “Y” beside the allowances in this transaction.• If changing a subsistence entitlement a member is currently receiving, ensure a transaction is submitted to stop the old subsistence entitlement with an effective date one day prior to submitting this start transaction.• Members assigned to a vessel and receiving Career Sea Pay are entitled to a new Partial BAS subsistence. Option 4 in this transaction.• Do not use this transaction in the following circumstances:<ol style="list-style-type: none">1. To start Prorated or Supplemental BAS. Use the P603 transaction instead.2. To start or change subsistence entitlements for members currently receiving partial BAS and who are sent TAD to an essential messing unit. Use the P620 transaction for this circumstance.3. For Leave rations or SEPRATS paid in conjunction with regular leave, sick leave or PCS. These are handled automatically by PMIS/JUMPS by the Leave Authorization transaction or PCS Reporting transaction.4. If a member is receiving Career Sea Pay and Partial BAS, they are not entitled to Regular BAS, Prorated BAS, or SEPRATS unless specifically authorized. See chapter 3 of the Pay Manual.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter “PADJSTRT” for Fast Path ID or press “AJBA” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. The following screen 1 of 2 will display.

Continued next page

Section A
GENERAL TRANSACTIONS

Start/Resume Pay and Allowances (Subsistence Pay) (P607), Continued

Fast Path ID When the below screen appears, enter “Y” on line beside Subsistence Pay.
and Data Entry, Your screen should now look as follows:
Continued

Start Resume Pay and Allowances (Screen 1 of 2)		
000-00-0000		FN SMITH, JOHN
Stat	Options	Transactions
	<u>N</u>	Aviation Pay?
	<u>N</u>	Diving Duty Pay?
	<u>N</u>	Hardship Duty Pay-Location?
	<u>N</u>	Hostile Fire Pay (this month only)?
	<u>N</u>	Hostile Fire Pay (until further orders)?
	<u>N</u>	Tax Exclusion (this month only) Pay?
	<u>N</u>	Tax Exclusion (until further orders) Pay?
	<u>N</u>	Subsistence Pay?
	<u>N</u>	COLA (Cost of Living Allowances)?

Your screen should now look as follows:

Start Resume Pay and Allowances (Screen 1 of 2)		
000-00-0000		FN SMITH, JOHN
Stat	Options	Transactions
	<u>N</u>	Aviation Pay?
	<u>N</u>	Diving Duty Pay?
	<u>N</u>	Hardship Duty Pay-Location?
	<u>N</u>	Hostile Fire Pay (this month only)?
	<u>N</u>	Hostile Fire Pay (until further orders)?
	<u>N</u>	Tax Exclusion (this month only) Pay?
	<u>N</u>	Tax Exclusion (until further orders) Pay?
	<u>Y</u>	Subsistence Pay?
	<u>N</u>	COLA (Cost of Living Allowances)?

Now Press <GO> or <F1>. The following screen 2 of 2 will appear.

Continued next page

Start/Resume Pay and Allowances (Subsistence Pay) (P607),
Continued

Press <GO> or <F1> again

The next screen 1 of 1 “Enlisted Subsistence Entitlements” will display. Complete the fields.

Field	Action
Effective Date	For a member who reports PCS, SDA II will allow the user to enter a date equal to or greater than the date reported. If not submitted in conjunction with PCS, enter the date the member is entitled to subsistence pay.

Continued next page

Start/Resume Pay and Allowances (Subsistence Pay) (P607), Continued

**Fast Path ID
and Data
Entry,
Continued**

Field	Action
Effective Time	For a member who reports PCS, SDA II will allow the user to enter an effective time that is equal to or greater than the effective time reported (unless the effective date of this transaction is greater than the reporting date and time). If not submitted in conjunction with PCS, SDA II will automatically enter a time of 2300.
Entry Type	This is not updatable.
Subsistence Option	Enter one of the 4 options in screen 1 of 1 above.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

**PMIS/JUMPS
Effect**

The Start/Resume Pay And Allowances (Subsistence Pay) transaction updates the following in PMIS/JUMPS.

- Segment 25 (For Regular BAS)
- Segment 27 (For Special BAS)
- Segment 26 (For Separate Rations)
- Segment 27 (For Partial BAS)
- Does not effect the PMIS screens in the PMIS Data Base.

**Corrections
and Deletions**

Corrections and deletions may be made to this transaction and are done in transaction review of the SDA II System.

Start/Resume Pay and Allowances (Cost Of Living Allowance) (P607)

Purpose	This transaction is used to start Cost of Living Allowance for a member.
Reference	<ul style="list-style-type: none">Joint Federal Travel Regulations (JFTR), Chapter 9
Transaction Built in SDA II	Cost of Living Allowance (COLA)
PMIS Transaction	P607
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">This transaction is required with all INCONUS PCS reporting transactions.Review chapter 9 of the JFTR prior to submitting this transaction on a member.If the member will be receiving multiple allowances, the user may select them by putting a “Y” beside the allowances in this transaction.When a member is receiving one COLA entitlement and the entitlement changes (i.e.: member goes from COLA with dependents to COLA without dependents) this transaction will stop the old COLA entitlement and start the new COLA entitlement.When a member is receiving two COLA entitlements (i.e.: OUTCONUS COLA without dependents and CONUS COLA with dependents), the PERSRU must submit a Stop Pay and Allowance (P625) transaction to stop CONUS COLA, then submit a Start Pay and Allowances (P607) transaction to start any new COLA entitlements.For Fractional COLA do not use this transaction. Use the start fractional COLA (P603) transaction.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter “PADJSTRT” for Fast Path ID or press “AJBA” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. The following screen 1 of 2 will display.

Start Resume Pay and Allowances (Screen 1 of 2)		
000-00-0000		YN2 REILLY, MARTHA
Stat	Options	Transactions
	<u>N</u>	Aviation Pay?
	<u>N</u>	Diving Duty Pay?
	<u>N</u>	Hardship Duty Pay-Location?
	<u>N</u>	Hostile Fire Pay (this month only)?
	<u>N</u>	Hostile Fire Pay (until further orders)?
	<u>N</u>	Tax Exclusion (this month only) Pay?
	<u>N</u>	Tax Exclusion (until further orders) Pay?
	<u>N</u>	Subsistence Pay?
	<u>N</u>	COLA (Cost of Living Allowances)?

Continued next page

Start/Resume Pay and Allowances (Cost Of Living Allowance) (P607), Continued

**Fast Path ID
and Data Entry,
Continued**

When the above screen appears, enter “Y” on line beside COLA (Cost Of Living Allowances). Your screen should now look as follows:

Start Resume Pay and Allowances (Screen 1 of 2)		
000-00-0000 YN2 REILLY, MARTHA		
Stat	Options	Transactions
	<u>N</u>	Aviation Pay?
	<u>N</u>	Diving Duty Pay?
	<u>N</u>	Hardship Duty Pay-Location?
	<u>N</u>	Hostile Fire Pay (this month only)?
	<u>N</u>	Hostile Fire Pay (until further orders)?
	<u>N</u>	Tax Exclusion (this month only) Pay?
	<u>N</u>	Tax Exclusion (until further orders) Pay?
	<u>N</u>	Subsistence Pay?
	<u>Y</u>	COLA (Cost of Living Allowances)?

Now Press <F1>. The following screen 2 of 2 will appear. Press <F1> again

Start Resume Pay and Allowances (Screen 2 of 2)		
000-00-0000 YN2 REILLY, MARTHA		
Stat	Options	Transactions
	<u>N</u>	Career Sea Pay and Career Sea Pay Premium (if applicable)?
	<u>N</u>	Special Duty Assignment Pay?
	<u>N</u>	Responsibility Pay?
	<u>N</u>	Start BAH?
	<u>N</u>	Start/Change/Verify BHA Offset?
	<u>N</u>	Change Rental Charge for Inadequate Govt Qtrs?
	<u>N</u>	Flight Deck Hazardous Duty Pay?
	<u>N</u>	High Pressure Chamber Hazardous Duty Incentive Pay?

Press <F1> again. The next screen 1 of 1 “Cost Of Living Allowances” will display. Complete the fields.

Continued next page

Start/Resume Pay and Allowances (Cost Of Living Allowance), Continued

Fast Path ID
and Data
Entry,
Continued

Complete the fields.

Cost Of Living Allowances (Screen 1 of 1)		
000-00-0000	YN2	REILLY, MARTHA
<p>Effective Date: <u>12/17/1997</u> Effective Time: <u>0800</u> Entry Type:</p>		
<p>Is this an OUTCONUS COLA with Dependents?: <u>N</u></p>		
<p>Number of COLA eligible Dependents:</p>		(Element code 48)
<p>Location Code:</p>		(Element code 49)
<p>Partial COLA or COLA W/O Dependents:</p>		(Element code 46)
<p>Partial COLA or COLA W/O Location Code:</p>		(Element code 47)
<p>Is this a INCONUS COLA? <u>Y</u></p>		
<p>Is this a INCONUS COLA with dependents? <u>Y</u></p>		(Element code 90 w/deps 91 w/o deps)
<p>INCONUS COLA ZIP Code: <u>66683</u></p>		

Field	Action
Effective Date	Enter the day of the month the member becomes entitled to COLA.
Effective Time	Enter the effective time.
Entry Type	This field cannot be updated.
Is this an OUTCONUS COLA with Dependents?	Enter "Y" if starting OUTCONUS COLA with dependents. Leave at "N" for OUTCONUS COLA without dependents.
Number of COLA eligible Dependents	Enter the number of COLA eligible dependents (if applicable). Note: The maximum number of COLA eligible dependents is 6.
Location Code	Enter the Location Code. Press <F2> help wheel for list of codes.
Partial COLA or COLA W/O Dependents	Enter "P" for partial COLA or "W" if no dependents. If the member is entitled to Partial COLA enter "P" If member is entitled to COLA without dependents enter "W."

Continued next page

Start/Resume Pay and Allowances (Cost Of Living Allowance), Continued

Fast Path ID and Data Entry, Continued	Field	Action
	Partial COLA or COLA W/O Location Code?	Enter the Location Code. Press <F2> help wheel for list of codes.
	Is this a INCONUS COLA?	Enter "Y" if starting INCONUS COLA.
	Is this a INCONUS COLA with dependents?	Enter "Y" if starting INCONUS COLA with dependents. Note: If the member has no dependents then this field must remain at "N".
	INCONUS COLA Zip Code	Enter the zip code for INCONUS COLA.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect The Start/Resume Pay And Allowances (Cost of Living Allowances) updates the following in PMIS/JUMPS.

- Segment 29 (For OUTCONUS COLA)
- Segment 31 (For INCONUS COLA)
- Does not effect the PMIS screens in the PMIS Data Base.

Corrections and Deletions Corrections and deletions may be made to this transaction and are done in transaction review of the SDA II System.

Start/Resume Pay and Allowances (Career Sea Pay And Sea Pay Premium) (P607)

Purpose	This transaction is used to start Career Sea Pay and Sea Pay Premium for a member.
Reference	<ul style="list-style-type: none">• Pay Manual, COMDTINST M7220.29 (series), Chapter 4.
Transaction Built in SDA II	Career Sea Pay and Sea Pay Premium.
PMIS Transaction	P607
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• Review chapter 4 of the Pay Manual prior to submitting this transaction on a member.• If the member will be receiving multiple allowances, the user may select them by putting a “Y” beside the allowances in this transaction.• Career Sea Pay and Hardship Duty Pay-Location may not be paid to a member concurrently. However, non-rated personnel may receive Hardship Duty Pay-Location and record sea time concurrently.• CG Units Authorized Career Sea Pay/Time. Ensure the member is assigned to a unit authorized Career Sea Pay/Time prior to submitting this transaction. A listing of authorized units begins on page 2-A-154, and up-to-date verification of eligibility can be attained by selecting the first option under the Unit File Inquiry (L4) in PMIS/JUMPS online inquiry.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter “PADJSTRT” for Fast Path ID or press “AJBA” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. The following screen 1 of 2 will display. When the screen appears, press <Go> or F1 again.

Start Resume Pay and Allowances (Screen 1 of 2)		
000-00-0000		BM3 JONES, ROBERT
Stat	Options	Transactions
	<u>N</u>	Aviation Pay?
	<u>N</u>	Diving Duty Pay?
	<u>N</u>	Hardship Duty Pay-Location?
	<u>N</u>	Hostile Fire Pay (this month only)?
	<u>N</u>	Hostile Fire Pay (until further orders)?
	<u>N</u>	Tax Exclusion (this month only) Pay?
	<u>N</u>	Tax Exclusion (until further orders) Pay?
	<u>N</u>	Subsistence Pay?
	<u>N</u>	COLA (Cost of Living Allowances)?

Continued next page

Start/Resume Pay and Allowances (Career Sea Pay And Sea Pay Premium) (P607), Continued

Start Resume Pay and Allowances (Screen 2 of 2)		
000-00-0000		BM3 JONES, ROBERT
Stat	Options	Transactions
	<u>Y</u>	Career Sea Pay and Career Sea Pay Premium (if applicable)?
	<u>N</u>	Special Duty Assignment Pay?
	<u>N</u>	Responsibility Pay?
	<u>N</u>	Start VHA?
	<u>N</u>	Start/Change/Verify VHA Offset?
	<u>N</u>	Change Rental Charge for Inadequate Govt Qtrs?
	<u>N</u>	Flight Deck Hazardous Duty Pay?
	<u>N</u>	High Pressure Chamber Hazardous Duty Incentive Pay?

Career Sea Pay and Sea Pay Premium Information (Screen 1 of 1)
 000-00-0000 BM3 JONES, ROBERT
 Effective Date: 12/19/1997 Effective Time: 2300 Entry Type:
 Cumulative Sea Duty: Years: 00 Months: 00 Days: 00
 Start Career Sea Duty/Pay District: 21 OPFAC: 12109 (Element code 54)
 Note: Only enter a Sea Duty District and Opfac if wanting to
 start sea duty pay/time.
 Start Career Sea Pay Premium?: N (Element code 55)

Field	Action
Effective Date	Enter the effective date the member became entitled to this allowance.
Effective Time	Enter the effective time.
Entry Type	This is not updatable
Cumulative Sea Duty	SDA II will complete this field if the member has cumulative sea duty time.
Start Career Sea Duty/Pay District	Enter the two-digit district and five-digit unit opfac. Note: Only enter a Sea Duty District and Opfac if wanting to start sea duty pay/time.
Start Career Sea Pay Premium	If starting/resuming Career Sea Pay Premium enter “Y”.

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Start/Resume Pay and Allowances (Career Sea Pay and Sea Pay Premium) (P607), Continued

**Fast Path ID
and Data
Entry,
Continued**

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

**PMIS/JUMPS
Effect**

The Start/Resume Pay And Allowances (Subsistence Pay) transaction updates the following in PMIS/JUMPS.

- Segment 00 (For Cumulative Sea Time)
- Segment 07 (For Career Sea Pay)
- Segment 37 (For Career Sea Pay Premium)
- Segment 69 (For Cumulative Sea Duty Adjustment)

Does not effect the PMIS screens in the PMIS Data Base.

**Corrections
and Deletions**

Corrections and deletions may be made to this transaction and are done in transaction review of the SDA II System.

Section A
GENERAL TRANSACTIONS

ACTIVE CG UNITS AUTHORIZED CAREER SEA PAY/TIME

<u>UNIT ID</u>	<u>UNIT NAME</u>
01 02605	CG ACT NEW YORK DETACH LAW ENFORCEMENT
01 13243	CGC POINT WELLS (WPB 82343)
01 13255	CGC POINT HANNON (WPB 82355)
01 13256	CGC POINT FRANCIS (WPB 82356)
01 13302	CGC HAMMERHEAD (WPB 87302)
01 13412	CGC SANIBEL (WPB 1312)
01 13426	CGC MONOMOY (WPB 1326)
01 13432	CGC WRANGELL (WPB 1332)
01 13433	CGC ADAK (WPB 1333)
01 13438	CGC GRAND ISLE (WPB 1338)
01 13440	CGC JEFFERSON ISLAND (WPB 1340)
01 13443	CGC BAINBRIDGE ISLAND (WPB 1343)
01 15517	CGC IDA LEWIS (WIN 551)
01 15518	CGC KATHERINE WALKER (WLM 552)
01 15519	CGC ABBIE BURGESS (WLM 553)
01 15520	CGC MARCUS HANNA
01 15204	CGC BITTERSWEET (WLB 389)
01 15241	CGC JUNIPER (WLB 201)
01 15242	CGC WILLOW (WLB 202)
01 15402	CGC RED BEECH (WLM 686)
01 17204	CGC TACKLE (NYTL 65604)
01 17207	CGC BRIDLE (NYTL 65607)
01 17208	CGC PENDANT (WYTL 65608)
01 17209	CGC SHACKLE (WYTL 65609)
01 17210	CGC HAWSER (WYTL 65610)
01 17211	CGC LINE (WYTL 65611)
01 17212	CGC WIRE (WYTI 65612)
01 17214	CGC BOLLARD (WYTL 65614)
01 17507	CGC PENOBSCOT BAY (WTGB 107)
01 17508	CGC THUNDER BAY (WTGB 108)
01 17509	CGC STURGEON BAY (WTGB 109)
01 66787	USS NORMANDY (CG 60)
05 13233	CGC POINT HIGHLAND (WPB 82333)
05 13240	CGC POINT BATAN (WPB 82430)
05 13247	CGC POINT BONITA (WPB 82347)
05 13257	CGC POINT HURON (WPB 82357)
05 13268	CGC POINT WARDE (WPB 82368)
05 13303	CGC MAKO PRECONDET (WPB 87303)
05 13409	CGC AQUIDNECK (WPB 1309)

Continued next page

Section A
GENERAL TRANSACTIONS

ACTIVE CG UNITS AUTHORIZED CAREER SEA PAY/TIME (continued)

<u>UNIT ID</u>	<u>UNIT NAME</u>
05 13444	CGC BLOCK ISLAND (WPB 1344)
05 13445	CGC STATEN ISLAND (WPB 1345)
05 15217	CGC HORNBEAM (WLB 394)
05 15244	CGC ELM (NIB 204)
05 15401	CGC RED WOOD (WLM 685)
05 15404	CGC RED CEDAR (WLM 688)
05 15521	CGC JAMES RANKIN (WLM 555)
05 16305	CGC PRIMROSE (WLIC 316)
05 16602	CGC BLACKBERRY (WLIC 65303)
05 16903	CGC SLEDGE (WLIC 75303)
05 17003	CGC KENNEBEC (WLIC 802)
05 17201	CGC CAPSTAN (WYTI 65601)
05 17202	CGC CHOCK (WYTI 65602)
05 17215	CGC CLEAT (WYTL 65615)
05 17506	CGC MORRO BAY (WTGB 106)
05 66129	USS SCIROCCO (PC 6)
05 66901	LANTAREA LEDET GP BALTIMORE
05 66906	LANTAREA LEDET GP CAPE HATTERAS
07 02744	CGDSEVEN DEPLOYABLE LE DETACH MIAMI
07 13235	CGC POINT COUNTESS (WPB 82335)
07 13236	CGC POINT GLASS (WPB 82336)
07 13271	CGC POINT BARNES (WPB 82371)
07 13278	CGC POINT JACKSON (WPB 82378)
07 13279	CGC POINT MARTIN (WPB 82379)
07 13304	USCGC MARLIN (WPB 87304) PRECOMDET
07 13401	CGC FARALLON (WPB 1301)
07 13402	CGC MANITOU (WPB 1302)
07 13403	CGC MATAGORDA (WPB 1303)
07 13404	CGC MAUI (WPB 1304)
07 13405	CGC MONHEGAN (WPB 1305)
07 13414	CGC SAPELO (WPB 1314)
07 13416	CGC NANTUCKET (WPB 1316)
07 13417	CGC ATTU (WPB 1317)
07 13418	CGC BARANOF (WPB 1318)
07 13419	CGC CHANDELEUR (WPB 1319)
07 13423	CGC DRUMMOND (WPB 1323)
07 13424	CGC KEY LARGO (WPB 1324)
07 13425	CGC METOMPKIN (WPB 1325)
07 13428	CGC PADRE (WPB 1328)

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Section A
GENERAL TRANSACTIONS

ACTIVE CG UNITS AUTHORIZED CAREER SEA PAY/TIME (continued)

<u>UNIT ID</u>	<u>UNIT NAME</u>
07 13429	CGC SITKINAK (WPB 1329)
07 13447	CGC PEA ISLAND (WPB 1347)
07 15220	CGC LAUREL (WLB 291)
07 15221	CGC MADRONA (WLB 302)
07 15522	USCGC JOSHUA APPLEBY (Wu4 556) PRECOMDET
07 16307	CGC SMILAX (WLIC 315)
07 16901	CGC ANVIL (WLIC 75301)
07 16902	CGC HAMMER (WLIC 75302)
07 16905	CGC VISE (WLIC 75305)
07 17002	CGC HUDSON (WLIC 801)
07 66428	USS CLIFTON SPRAGUE (FFG 16)
07 66472	USS JOHN HANCOCK (DD 981)
07 66485	USS PEGASUS (PEW 1)
07 66656	USS TAURUS (PEW 3)
07 66711	USS KENNEDY
07 66839	USS BOONE (FFG 28)
07 66840	USS NICHOLAS (FFG 47)
07 66891	USS GEMINI (PEW 6)
07 66892	USS ARIES (PEM 5)
07 66907	LANTAREA LEDET GP MIAMI BEACH
07 66908	LANTAREA LEDET STA LAKE WORTH
07 66910	LANTAREA LEDET CGD SEVEN
07 66911	LANTAREA LEDET STA PONCE DE LEON
07 66912	LANTAREA LEDET STA PRT CANAVERAL
07 66913	LANTAREA LEDET STA ST SIMONS ISL
07 66916	LANTAREA LEDET STA ISLAMORADA
07 66917	LANTAREA LEDET STA MARATHON
07 66919	LANTAREA LEDET STA CLEARWATER
07 66920	LANTAREA LEDET STA CORTEZ
07 66921	LANTAREA LEDET STA FT MEYERS
07 66922	LANTAREA LEDET STA GEORGETOWN
07 66923	LANTAREA LEDET GP CHARLESTON
07 66924	LANTAREA LEDET STA TYBEE
07 66959	USS STARK (FFG 31)
08 13242	CGC POINT BAKER (WPB 82342)
08 13244	CGC POINT ESTERO (WPB 82344)
08 13249	CGC POINT SPENCER (WPB 82349)
08 13252	CGC POINT SAL (WPB 82352)
08 13253	CGC POINT MONROE (WPB 82353)
08 13260	CGC POINT WINSLOW (WPB 82360)

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Section A
GENERAL TRANSACTIONS

ACTIVE CG UNITS AUTHORIZED CAREER SEA PAY/TIME (continued)

<u>UNIT ID</u>	<u>UNIT NAME</u>
08 13263	CGC POINT NOWELL (WPB 82363)
08 13266	CGC POINT LOBOS (WPB 82366)
08 13305	CGC STINGRAY (WPB 87305)
08 13420	CGC CHINCOTEAGUE (WPB 1320)
08 13439	CGC KEY BISCAYNE (WPB 1339)
08 13441	CGC KODIAK ISLAND (WPB 1341)
08 13448	CGC KNIGHT ISLAND (WPB 1348)
08 15225	CGC PAPA W (WLB 308)
08 15235	CGC SWEETGUM (WLB 309)
08 15506	CGC WHITE PINE (WLM 547)
08 15508	CGC WHITE SUMAC (WLM 540)
08 16904	CGC MALLET (WLIC 75304)
08 16906	CGC CLAMP (WLIC 75306)
08 16909	CGC HATCHET (WLIC 75309)
08 16910	CGC AXE (WLIC 75310)
08 17001	CGC PAMLICO (WLIC 800)
08 17004	CGC SAGINAW (WLIC 803)
08 19102	CGC SUMAC (WLR 311)
08 19301	CGC GASCONADE (WLR 75401)
08 19302	CGC MUSKINGUM (WLR 75402)
08 19303	CGC WYACONDA (WLR 75403)
08 19304	CGC CHIPPEWA (WLR 75404)
08 19305	CGC CHEYENNE (WLR 75405)
08 19306	CGC KICKAPOO (WLR 75406)
08 19307	CGC KANAWHA (WLR 75407)
08 19308	CGC PATOKA (WLR 75408)
08 19309	CGC CHENA (WLR 75409)
08 19310	CGC WEDGE (WLIC 75307)
08 19401	CGC OUACHITA (WLR 65501)
08 19402	CGC CIMARRON (WLR 65502)
08 19403	CGC OBION (WLR 65503)
08 19404	CGC SCIOTO (WLR 65504)
08 19405	CGC OSAGE (WLR 65505)
08 19406	CGC SANGAMON (WLR 65506)
08 19501	CGC KANKAKEE (WLR 75500)
08 19502	CGC GREENBRIER (WLR 75501)
08 66926	LANTAREA LEDET STA PORT ARANSAS
08 66927	ANTAREA LEDET ST PORT OCONNOR
08 66928	LANTAREA LEDET STA PASCAGOULA

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Section A
GENERAL TRANSACTIONS

ACTIVE CG UNITS AUTHORIZED CAREER SEA PAY/TIME (continued)

<u>UNIT ID</u>	<u>UNIT NAME</u>
08 66930	LANTAREA LEDET STA PANAMA CITY
08 66931	LANTAREA LEDET STA DESTIN
08 66932	LANTAREA LEDET STA PENSACOLA
08 66934	LANTAREA LEDET STA SABINE
08 66935	LANTAREA LEDET STA FREEPORT
08 66936	LANTAREA LEDET CGD EIGHT
08 66937	LANTAREA LEDET GP NOLA
08 66938	LANTAREA LEDET STA PORT ISABEL
09 14101	CGC MACKINAW (WAGB 83)
09 15201	CGC ACACIA (WLB 406)
09 15207	CGC BRAMBLE (WLB 392)
09 15233	CGC SUNDEW (WLB 404)
09 16402	CGC BUCKTHORN (WLI 642)
09 17501	CGC KATMAI BAY (WTGB 101)
09 17502	CGC BRISTOL BAY (WTGB 102)
09 17503	CGC MOBILE BAY (WTGB 103)
09 17504	CGC BISCAYNE BAY (WTGB 104)
09 17505	CGC NEAH BAY (WTGB 105)
11 13238	CGC POINT BRIDGE (WPB 82338)
11 13239	CGC POINT CHICO (WPB 82339)
11 13258	CGC POINT STUART (WPB 82358)
11 13272	CGC POINT BROWER (WPB 82372)
11 13273	CGC POINT CAMDEN (WPB 82373)
11 13274	CGC POINT CARREW (WPB 82374)
11 13277	CGC POINT HOBART (WPB 82377)
11 13301	CGC BARRACUDA (WPB 87301)
11-13306	CGC DORADO (WPB 87306)
11 13430	CGC TYBEE (WPB 1330)
11 13442	CGC LONG ISLAND (WPB 1342)
11 15208	CGC BUTTONWOOD (WLB 306)
11 15212	CGC CONIFER (WLB 301)
11 66194	USS MCCLUSKEY (FFG41)
11 66357	USS LEAHY (CG 16)
11 66358	USS GRIDLEY (CO 21)
11 66373	USS FIFE (DD 991)
11 66374	USS MARVIN SHIELDS (FF 1066)
11 66504	USS HEPBURN (FE 1055)

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Section A
GENERAL TRANSACTIONS

ACTIVE CG UNITS AUTHORIZED CAREER SEA PAY/TIME (continued)

<u>UNIT ID</u>	<u>UNIT NAME</u>
11 66505	USS DAVID R RAY (DD 971)
11 66507	USS ROBISON (FFG 49)
11 66597	USS FANNING (FE 1076)
11 66598	USS KNOX (FF 1052)
11 66601	USS KINKAID (DD 965)
11 66630	USS HOEL (DDG 13)
11 66631	USS LYNDE MCCORMICK (DDG 8)
11 66633	USS HEWITT (DD 966)
11 66653	USS FOSTER (DD 964)
11 66655	USS ENGLAND (CG 22)
11 66721	USS FOX (CG 33)
11 66722	USS HALSEY (CG 23)
11 66785	USS VINCENNES (CG 49)
11 66954	USS JOEN A MOORE (FFG 19)
11 66955	USS MERRILL (DD 976)
11 66961	USS OLENDORF (DD 972)
13 13251	CGC POINT BENNETT (WPB 82351)
13 13270	CGC POINT RICHMOND (WPB 82370)
13 13275	CGC POINT DORAN (WPB 82375)
13 13307	CGC OSPREY (WPB 87307)
13 13422	CGC CUTTYHUNK (WPB 1322)
13 13427	CGC ORCAS (WPB 1327)
13 15213	CGC COWSLIP (WLB 277)
13 15223	CGC MARIPOSA (WLB 397)
13 16302	CGC BLUEBELL (WLI 313)
13 16605	CGC BAYBERRY (WLI 65400)
13 66731	USS RODNEY M DAVIS (FFG 60)
14 13254	CGC POINT EVANS (WPB 82354)
14 13431	CGC WASHINGTON (WPB 1331)
14 13437	CGC ASSATEAGUE (WPB 1337)
14 15243	CGC KUKUI (WLB 203)
14 15245	CGC WALNUT (WLB 205)
14 66375	USS INGERSOLL (DDG 990)
14 66652	USS COCHRANE (DDG 21)
20 00259	CG TACTICAL LE TEAM SOUTH 70B
20 00260	CG TACTICAL LE TEAM SOUTH 70C
20 00264	CG TACTICAL LE r

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GENERAL TRANSACTIONS

ACTIVE CG UNITS AUTHORIZED CAREER SEA PAY/TIME (continued)

<u>UNIT ID</u>	<u>UNIT NAME</u>
20 00269	CG TACTICAL LE 70L
20 00270	CG TACTICAL LE H 10A
20 00272	CG TACTICAL LE T~ NORTH SOA
20 00273	CG TACTICAL LE TWAM NORTH SOB
20 00274	CG TACTICAL LE TEAM NORTH SOC
20 00275	CG TACTICAL LE TEAM BALTIMORE MD
20 00276	CG TACTICAL LE TEAM BALTIMORE MD
20 00282	CG TACTICAL LE DETACH 80D
20 00278	CG TACTICAL LE TEAM NORTH SOG
20 00280	CG TACTICAL LE TEAM GULF 80B
20 00281	CG TACTICAL LE TEAM GULF SOC
20 00284	CG TACTICAL LE DETACH 80F
20 00286	CG TACTICAL LE TEAM 80H
20 11402	CGC DALLAS (WHEC 716)
20 11407	CGC GALLATIN (WHEC 721)
20 11501	CGC BEAR (WMEC 901)
20 11502	CGC TAMPA (WMEC 902)
20 11503	CGC HARRIET LANE (WMEC 903)
20 11504	CGC NORTHLAND (WMEC 904)
20 11505	CGC SPENCER (WMEC 905)
20 11506	CGC SENECA (WMEC 906)
20 11507	CGC ESCANABA (WMEC 907)
20 11508	CGC TAHOMA (WMEC 908)
20 11509	CGC CAMPBELL (WMEC 909)
20 11510	CGC THETIS (WMEC 910)
20 11511	CGC FORWARD (WMEC 911)
20 11512	CGC LEGARE (WMEC 911)
20 11513	CGC MOHAWK (WMEC 913)
20 12101	CGC RELIANCE (WMEC 615)
20 12102	CGC DILIGENCE (WMEC 616)
20 12103	CGC VIGILANT (WMEC 617)
20 12105	CGC CONFIDENCE (WMEC 619)
20 12106	CGC RESOLUTE (WMEC 620)
20 12107	CGC VALIANT (WMEC 621)
20 12108	CGC COURAGEOUS (WMEC 622)
20 12110	CGC DAUNTLESS (WMEC 624)
21 12111	CGC VENTUROUS (WMEC 625)
20 12112	CGC DEPENDABLE (WMEC 626)
20 12113	CGC VIGOROUS (WMEC 627)
20 12114	CGC DURABLE (WMEC 628)
20 12115	CGC DECISIVE (WMEC 629)

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Section A
GENERAL TRANSACTIONS

ACTIVE CG UNITS AUTHORIZED CAREER SEA PAY/TIME (continued)

<u>UNIT ID</u>	<u>UNIT NAME</u>
20 13601	CCG THUNDERBOLT
20 34303	CG TACLET SOUTH
20 34304	CG TACLET NORTH
20 34305	CG REGIONAL TACLET GULF
20 66250	CG AFLOAT TRNG OFFICER FLT TRNG GP MAYPORT
20 66255	CG LIAISON OFFICER AFLOAT TRNG GP ATLANTIC
20 66897	LANTAREA LEDET AIRSTA CAPE COD
20 66898	LANTAREA LEDET CGD FIVE
20 66899	LANTAREA LEDET GP EASTERN SHORE
20 66902	LANTAREA LEDET GP FT MACON
20 66905	LANTAREA LEDET GP HAMPTON ROADS
20 66909	LANTAREA LEDET GP MAYPORT
20 66915	LANTAREA LEDET GP KEY WEST
20 66918	LANTAREA LEDET GP ST PETERSBURG
20 66925	LANTAREA LEDET CORPUS CHRISTI
20 66933	LANTAREA LEDET GP GALVESTON
21 01700	CG PAC AREA LE DETACH 1
21 01701	CG PAC AREA LE DETACH 2
21 01702	CG PAC AREA LE DETACH 3
21 01703	CG PAC AREA LE DETACH 4
21 01704	CG PAC AREA LE DETACH 5
21 01705	CG PAC AREA LE DETACH 6
21 01706	CG PAC AREA LE DETACH 7
21 11401	CGC HAMILTON (WHEC 715)
21 11403	CGC MELLON (WHEC 717)
21 11404	CGC CHASE (WHEC 718)
21 11405	CGC BOUTWELL (WHEC 719)
21 11406	CGC SHERMAN (WHEC 720)
21 11408	CGC MORGENTHAU (WHEC 722)
21 11409	CGC RUSH (WHEC 723)
21 11410	CGC MUNRO (WHEC 724)
21 11411	CGC JARVIS (WHEC 725)
21 11412	CGC MIDGETT (WHEC 726)
21 12104	CGC ACTIVE (WMEC 618)
21 12109	CGC STEADFAST (WMEC 623)
21 12116	CGC ALERT (WMEC 630)
21 12204	CGC ALEX HALEY (WMEC 39)
21 14501	CGC POLAR STAR (WAGB 10)
21 14502	CGC POLAR SEA (WAGB 11)
21 34301	CG PACAREA TACLET
21 66208	CG LIAISON OFFICER FLT TRNG GP SAN DIEGO

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Section A
GENERAL TRANSACTIONS

ACTIVE CG UNITS AUTHORIZED CAREER SEA PAY/TIME (continued)

<u>UNIT ID</u>	<u>UNIT NAME</u>
21 66252	CG LIAISON OFFICER AFLOAT TRNG GP HONOLULU
21 66610	CGLO MDZ COMTHIRDFLEET
53 13232	TRNG TEAM CUTTER POINT NEVERDOCK
60 18301	CGC EAGLE (WIX 327)
73 03950	CGC HEALY
85 74230	AMC RB NOAA RONALD H. BROWN
85 74231	NOAAS ADVENTUROUS
85 74232	NOAAS MT MITCHELL
85 74233	AMC GU NOAA GORDON GUNTER
85 74234	AMC AL NOAA ALBATROSS IV
85 74235	AMC OR NOAA OREGON II
85 74236	AMC WH NOAA WHITING
85 74237	AMC CH NOAA CHAPMAN
85 74238	AMC DE NOAA DELAWARE II
85 74239	AMC FE NOAA FERREL
85 74240	NOAAS HECK
85 74241	AMC RU NOAA RUDE
85 74242	R/V GLORIA MICHELLE
85 74264	PMC RA NOAA RAINIER
85 74266	USGSS WORTHY
85 74268	PMC MF NOAA MILLER FREEMAN
85 74269	PMC AR NOAA MCARTHUR
85 74270	PMC DS NOAA DAVID STARR JORDAN
85 74272	NOAAS JOHN N COBB
85 74279	NON NOAA VESSELS
98 02804	USS RUSSEL (DDG 59)
98 02805	USS LABOON (DDG 58)
98 03484	SR CG OFFICER USS PETERSON (DD 969)
98 04664	SR CG OFFICER USS JOHN S MCCAIN (DDG 56)
98 04665	SR CG OFFICER USS DEYG (DD 989)
98 04684	USS STEPHEN W GROVES
98 04685	USS MILIUS
98 66195	USS FLETCHER (DD992)
98 66196	USS FORD (FFGS4)
98 66365	USS BREWTON (FF 1086)

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Section A
GENERAL TRANSACTIONS

ACTIVE CG UNITS AUTHORIZED CAREER SEA PAY/TIME (continued)

<u>UNIT ID</u>	<u>UNIT NAME</u>
98 66386	USS HAROLD E HOLT (FF 1074)
98 66398	USS JOSEPH STROUSE (DD 16)
98 66429	USS ROBERT PEARY (FF 1073)
98 66433	USS CONNELLY (DD 979)
98 66434	USS HARRY E YARNELL (CG 17)
98 66441	USS BADGER (FF 1071)
98 66444	USS COMPTE DE GRAS (DD 974)
98 66448	USS WHIPPLE (FF 1062)
98 66449	USS DONALD D BEARY (FF 1085)
98 66489	USS CONNOLE (FF 1756)
98 66490	USS WORDEN (CG 18)
98 66492	USS MCCLOY (FF 1038)
98 66494	USS ARTHUR H RADFORD (DD 968)
98 66508	USS BARNEY (DDG 6)
98 66509	USS SAMPLE (FF 1048)
98 66576	USS LEFTWICH (DD 984)
98 66579	USS JOSEPHUS DANIELS (CG 27)
98 66632	USS GOLDSBOROUGH (DDG 20)
98 66642	USS DAHLGREN (DDG 43)
98 66654	USS OVELLET (F? 1077)
98 66658	USS WISCONSIN (BE 64)
98 66723	USS CUSHING (DO 985)
98 66732	USS YORKTOWN (CG 48)
98 66794	USS CARON (OD 970)
98 66960	USS HAYLER (DD 997)
99 66211	CG PAC AREA AFLOAT TRNG GP NW DETACH
99 66257	FTC CHARLESTON
99 66571	FTC NORFOLK

Start/Resume Pay and Allowances (Special Duty Assignment Pay) (P607)

Purpose	This transaction is used to start Special Duty Assignment Pay for a member.
Reference	<ul style="list-style-type: none">• Pay Manual, COMDTINST M7220.29 (series), Chapter 4.• Special Duty Assignment Pay (SDAP), COMDTINST 1430.10 (series)
Transaction Built in SDA II	Special Duty Assignment Pay Entitlements.
PMIS Transaction	P607
Policies and Procedures	Information you need to know about this transaction: <ul style="list-style-type: none">• Review above references prior to submitting this transaction on a member.• If the member will be receiving multiple allowances, the user may select them by putting a “Y” beside the allowances in this transaction.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter “PADJSTRT” for Fast Path ID or press “AJBA” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. The following screen 1 of 2 will display.

When the below screen appears, Press <Go> or F1 again.

Start Resume Pay and Allowances (Screen 1 of 2)		
000-00-0000		EMCM WHITE, JOHN
Stat	Options	Transactions
<u>N</u>		Aviation Pay?
<u>N</u>		Diving Duty Pay?
<u>N</u>		Hardship Duty Pay-Location?
<u>N</u>		Hostile Fire Pay (this month only)?
<u>N</u>		Hostile Fire Pay (until further orders)?
<u>N</u>		Tax Exclusion (this month only) Pay?
<u>N</u>		Tax Exclusion (until further orders) Pay?
<u>N</u>		Subsistence Pay?
<u>N</u>		COLA (Cost of Living Allowances)?

Continued next page

Start Resume Pay and Allowances (Screen 2 of 2)		
000-00-0000		EMCM WHITE, JOHN
Stat	Options	Transactions
	<u>N</u>	Career Sea Pay and Career Sea Pay Premium (if applicable)?
	<u>Y</u>	Special Duty Assignment Pay?
	<u>N</u>	Responsibility Pay?
	<u>N</u>	Start VHA?
	<u>N</u>	Start/Change/Verify VHA Offset?
	<u>N</u>	Change Rental Charge for Inadequate Govt Qtrs?
	<u>N</u>	Flight Deck Hazardous Duty Pay?
	<u>N</u>	High Pressure Chamber Hazardous Duty Incentive Pay?

Special Duty Assignment Pay Entitlements (Screen 1 of 1)		
000-00-0000	EMCM WHITE, JOHN	
Effective Date: <u>12/29/1997</u>	Effective Time: <u>0800</u>	Entry Type:
Special Duty Assignment Pay Code: <u>B3</u> (Element code 70)		

Field	Action
Effective Date	Enter the effective date the member became entitled to pay.
Effective Time	Enter the effective time.
Entry Type	This is not updatable
Special Duty Assignment Pay Code	Enter code. Use the help wheel <F2> for a list of valid codes.

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Start/Resume Pay and Allowances (Special Duty Assignment Pay) (P607), Continued

PMIS/JUMPS Effect	The Start/Resume Pay And Allowances (Special Duty Assignment Pay) transaction updates the following in PMIS/JUMPS. <ul style="list-style-type: none">• Segment 06• Does not effect the PMIS screens in the PMIS Data Base.
Corrections and Deletions	Corrections and deletions may be made to this transaction and are done in Transaction Review of the SDA II System.

Start/Resume Pay and Allowances (Responsibility Pay) (P607)

Purpose	This transaction is used to start Responsibility Pay for a member.
Reference	<ul style="list-style-type: none">• Pay Manual, COMDTINST M7220.29 (series), Chapter 4.
Transaction Built in SDA II	Responsibility Pay.
PMIS Transaction	P607
Policies and Procedures	Information you need to know about this transaction: <ul style="list-style-type: none">• Review chapter 4 of the Pay Manual prior to submitting this transaction on a member.• If the member will be receiving multiple allowances, the user may select them by putting a “Y” beside the allowances in this transaction.
Fast Path ID and Data Entry	Enter “PADJSTRT” for Fast Path ID or press “AJBA” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. The following screen 1 of 2 will display.

When the below screen appears, Press <Go> or F1 again.

Start Resume Pay and Allowances (Screen 1 of 2)	
000-00-0000	CDR BROWN, CHRIS
Stat	Options Transactions
<u>N</u>	Aviation Pay?
<u>N</u>	Diving Duty Pay?
<u>N</u>	Hardship Duty Pay-Location?
<u>N</u>	Hostile Fire Pay (this month only)?
<u>N</u>	Hostile Fire Pay (until further orders)?
<u>N</u>	Tax Exclusion (this month only) Pay?
<u>N</u>	Tax Exclusion (until further orders) Pay?
<u>N</u>	Subsistence Pay?
<u>N</u>	COLA (Cost of Living Allowances)?

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Start/Resume Pay and Allowances (Responsibility Pay) (P607), Continued

Fast Path ID and Data Entry, Continued The following screen 2 of 2 will appear. Enter “Y” on the line beside “Responsibility Pay” and press <GO> or F1.

Start Resume Pay and Allowances (Screen 2 of 2)		
000-00-0000		CDR BROWN, CHRIS
Stat	Options	Transactions
	<u>N</u>	Career Sea Pay and Career Sea Pay Premium (if applicable)?
	<u>N</u>	Special Duty Assignment Pay?
	<u>Y</u>	Responsibility Pay?
	<u>N</u>	Start VHA?
	<u>N</u>	Start/Change/Verify VHA Offset?
	<u>N</u>	Change Rental Charge for Inadequate Govt Qtrs?
	<u>N</u>	Flight Deck Hazardous Duty Pay?
	<u>N</u>	High Pressure Chamber Hazardous Duty Incentive Pay?

The next screen 1 of 1 “Responsibility Pay ” will display. Complete the fields.

Responsibility Pay (Screen 1 of 1)		
000-00-0000		CDR BROWN, CHRIS
Effective Date:	<u>12/29/1997</u>	Effective Time: <u>0800</u> Type Entry:

Note: This transaction will create element code 75.

Field	Action
Effective Date	Enter the effective date the member became entitled to pay.
Effective Time	Enter the effective time.
Type Entry	This is not updatable.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect The Start/Resume Pay And Allowances (Responsibility Pay) transaction updates the following in PMIS/JUMPS.

- Segment 09

Does not effect the PMIS screens in the PMIS Data Base.

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Start/Resume Pay and Allowances (Responsibility Pay) (P607), Continued

Corrections and Deletions

Deletions may be made to this transaction and are done in Transaction
Review of the SDA II System.

Start/Resume Pay and Allowances (Start VHA) (P607)

As of 1 January 1998 this transaction is no longer used.

However, if necessary, SDA-II will allow original, correction, or deletion type VHA or VHA Offset transactions to be submitted with an effective date of 31 December 1997 or earlier.

Start/Resume Pay and Allowances (Change Rental Charge For Inadequate Govt Quarters) (P607)

Purpose	This transaction is used to Change Rental Charge For Inadequate Govt Quarters for a member.
Reference	<ul style="list-style-type: none">• Pay Manual, COMDTINST M7220.29 (series), Chapter 7.
Transaction Built in SDA II	Change Rental Charge For Inadequate Govt Quarters.
PMIS Transaction	P607
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• Review chapter 7 of the Pay Manual prior to submitting this transaction on a member.• If the member will be receiving multiple allowances, the user may select them by putting a “Y” beside the allowances in this transaction.• The “new rental charge” amount shall be the lesser of: (a) the fair rental value of the inadequate quarters; or (b) 75% of BAH Type II at the with dependents rate. For members with a spouse in service who jointly occupy inadequate government quarters, the rental charge will be collected at a rate of 50% from each member. For example:<ol style="list-style-type: none">1) A member (without a spouse in service) receives \$400 per month BAH Type II with dependents, and is assigned to inadequate government quarters with a fair rental value of \$350 per month. Enter \$300 as the “New Rental Charge” (75% of the BAH Type II rate).2) Spouse’s in service jointly occupy inadequate government quarters. If the quarters have a fair rental value of \$350 per month, and member “A” collects BAH Type II with dependents at \$420 per month. And member “B” collects BAH Type II without dependents at \$260 per month. The total “New Rental Charge” shall be \$315 (75% of the BAH Type II with dependents rate). <u>On each of the member’s “A” and “B” individual transactions enter \$157.50</u> as the “New Rental Charge” (1/2 of \$350 per month).
Fast Path ID and Data Entry	If not creating this transaction in an event, enter “PADJSTRT” for Fast Path ID or press “AJBA” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. The following screen 1 of 2 will display.

Continued next page

Section A
GENERAL TRANSACTIONS

Start/Resume Pay and Allowances (Change Rental Charge For Inadequate Govt Quarters) (P607), Continued

**Fast Path ID
and Data Entry,
Continued**

When the below screen appears, Press <Go> or F1 again.

Start Resume Pay and Allowances (Screen 1 of 2)		
000-00-0000		YN2 LANE, JANE
Stat	Options	Transactions
	<u>N</u>	Aviation Pay?
	<u>N</u>	Diving Duty Pay?
	<u>N</u>	Hardship Duty Pay-Location?
	<u>N</u>	Hostile Fire Pay (this month only)?
	<u>N</u>	Hostile Fire Pay (until further orders)?
	<u>N</u>	Tax Exclusion (this month only) Pay?
	<u>N</u>	Tax Exclusion (until further orders) Pay?
	<u>N</u>	Subsistence Pay?
	<u>N</u>	COLA (Cost of Living Allowances)?

The following screen 2 of 2 will appear. Enter “Y” on the line beside “Responsibility Pay” and press <GO> or F1.

Start Resume Pay and Allowances (Screen 2 of 2)		
000-00-0000		YN2 LANE, JANE
Stat	Options	Transactions
	<u>N</u>	Career Sea Pay and Career Sea Pay Premium (if applicable)?
	<u>N</u>	Special Duty Assignment Pay?
	<u>N</u>	Responsibility Pay?
	<u>N</u>	Start VHA?
	<u>N</u>	Start/Change/Verify VHA Offset?
	<u>Y</u>	Change Rental Charge for Inadequate Govt Qtrs?
	<u>N</u>	Flight Deck Hazardous Duty Pay?
	<u>N</u>	High Pressure Chamber Hazardous Duty Incentive Pay?

The next screen 1 of 1 “Inadequate Quarters - New Rental Charge” will display. Complete the fields.

Inadequate Quarters - New Rental Charge (Screen 1 of 1)		
000-00-0000		YN2 LANE, JANE
Effective Date:	<u>12/29/1997</u>	Effective Time: <u>0800</u> Type Entry:
New Rental Charge: <u>300.00</u> (Element code 87)		

Continued next page

Start/Resume Pay and Allowances (Change Rental Charge For Inadequate Govt Quarters) (P607), Continued

Field	Action
Effective Date	Enter the effective date the rental change went into effect on the member.
Effective Time	Enter the effective time.
Entry Type	This is not updateable.
New Rental Charge	Enter the new rental charge.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect The Start/Resume Pay And Allowances transaction (Change Rental Charge For Inadequate Govt Quarters) updates the following in PMIS/JUMPS.

- Segment 16
- Does not effect the PMIS screens in the PMIS Data Base.

Corrections and Deletions Corrections and deletions may be made to this transaction and are done in Transaction Review of the SDA II System.

Start/Resume Pay and Allowances (Flight Deck Hazardous Duty Incentive Pay) (P607)

Purpose	This transaction is used to pay Flight Deck Hazardous Duty Incentive Pay for a member.
Reference	<ul style="list-style-type: none">• Pay Manual, COMDTINST M7220.29 (series), Chapter 5.• Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 7.
Transaction Built in SDA II	Flight Deck Hazardous Duty Incentive Pay
PMIS Transaction	P607
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• Review above references prior to submitting this transaction on a member.• If the member will be receiving multiple allowances, the user may select them by putting a “Y” beside the allowances in this transaction.• Submit this transaction for each month a member is entitled to FDHDIP. Do not submit more than one FDHDIP transaction for each month.• The effective date must be during the month the member earns FDHDIP.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter “PADJSTRT” for Fast Path ID or press “AJBA” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. The following screen 1 of 2 will display.

When the below screen appears, Press <Go> or F1 again..

Start Resume Pay and Allowances (Screen 1 of 2)		
000-00-0000		BM3 KLINE, KODY
Stat	Options	Transactions
	<u>N</u>	Aviation Pay?
	<u>N</u>	Diving Duty Pay?
	<u>N</u>	Hardship Duty Pay-Location?
	<u>N</u>	Hostile Fire Pay (this month only)?
	<u>N</u>	Hostile Fire Pay (until further orders)?
	<u>N</u>	Tax Exclusion (this month only) Pay?
	<u>N</u>	Tax Exclusion (until further orders) Pay?
	<u>N</u>	Subsistence Pay?
	<u>N</u>	COLA (Cost of Living Allowances)?

Continued next page

Start/Resume Pay and Allowances (Flight Deck Hazardous Duty Incentive Pay) (P607), Continued

Start Resume Pay and Allowances (Screen 2 of 2)		
000-00-0000		BM3 KLINE, KODY
Stat	Options	Transactions
	<u>N</u>	Career Sea Pay and Career Sea Pay Premium (if applicable)?
	<u>N</u>	Special Duty Assignment Pay?
	<u>N</u>	Responsibility Pay?
	<u>N</u>	Start VHA?
	<u>N</u>	Start/Change/Verify VHA Offset?
	<u>N</u>	Change Rental Charge for Inadequate Govt Qtrs?
	<u>Y</u>	Flight Deck Hazardous Duty Pay?
	<u>N</u>	High Pressure Chamber Hazardous Duty Incentive Pay?

Flight Deck Hazardous Duty Incentive Pay (Screen 1 of 1)		
000-00-0000	BM3 KLINE, KODY	
Effective Date: <u>12/01/1997</u>	Effective Time: <u>0800</u>	Entry Type:
Flight Deck Hazard Pay Start: <u>12/21/1997</u>	(Element code 14)	
Flight Deck Hazard Pay Stop: <u>12/31/1997</u>	(Element code 15)	

Field	Action
Effective Date	Enter the effective date the member became entitled to this pay. Note: a separate transaction is required for each month or part of a month the member is entitled to FDHDIP.
Effective Time	Enter the effective time.
Entry Type	This is not updatable.
Flight Deck Hazard Pay Start	Enter the day of the month the member becomes entitled to FDHDIP. Note: if the member is entitled for the entire month, the first day of the month will be entered here.
Flight Deck Hazard Pay Stop	Enter the of day the month FDHIP ends. Note: if the member is entitled through the end of the month, the last day of the month will be entered here.

Continued next page

Start/Resume Pay and Allowances (Flight Deck Hazardous Duty Incentive Pay) (P607), Continued

PMIS/JUMPS Effect	<p>The Start/Resume Pay And Allowances transaction (Flight Deck Hazardous Duty Incentive Pay) updates the following in PMIS/JUMPS.</p> <ul style="list-style-type: none">• Segment 49• Does not effect the PMIS screens in the PMIS Data Base.
Corrections and Deletions	<p>Corrections and deletions may be made to this transaction and are done in Transaction Review of the SDA II System.</p>

Start/Resume Pay And Allowances (High Pressure Chamber Hazardous Duty Incentive Pay) (P607)

Purpose	This transaction is used to pay a member High Pressure Chamber Hazardous Duty Incentive Pay.
Reference	<ul style="list-style-type: none">• Pay Manual, COMDTINST M7220.29 (series), Chapter 5.• Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 7.
Transaction Built in SDA II	High Pressure Chamber Hazardous Duty Incentive Pay
PMIS Transaction	P607
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• Review above references prior to submitting this transaction on a member.• If the member will be receiving multiple allowances, the user may select them by putting a “Y” beside the allowances in this transaction. However, dual payment of <u>HDIP and Diving Duty Pay</u> is not authorized.• Submit this transaction for each month a member is entitled to HDIP. The member must <u>requalify for HDIP each month it is to be received</u>.• The effective date must be within the dates reported the member is authorized HDIP during the month.
Fast Path ID and Data Entry	<p>If not creating this transaction in an event, enter “PADJSTRT” for Fast Path ID or press “AJBA” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. The following screen 1 of 2 will display.</p>

When the below screen appears, Press <Go> or F1 again.

Start Resume Pay and Allowances (Screen 1 of 2)	
000-00-0000	BM1 CARSON, KEVIN
Stat Options Transactions	
<u>N</u>	Aviation Pay?
<u>N</u>	Diving Duty Pay?
<u>N</u>	Hardship Duty Pay-Location?
<u>N</u>	Hostile Fire Pay (this month only)?
<u>N</u>	Hostile Fire Pay (until further orders)?
<u>N</u>	Tax Exclusion (this month only) Pay?
<u>N</u>	Tax Exclusion (until further orders) Pay?
<u>N</u>	Subsistence Pay?
<u>N</u>	COLA (Cost of Living Allowances)?

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Section A
GENERAL TRANSACTIONS

Start/Resume Pay And Allowances (High Pressure Chamber Hazardous Duty Incentive Pay) (P607), Continued

Fast Path ID and Data Entry, Continued The following screen 2 of 2 will appear. Enter “Y” on the line beside “High Pressure Chamber Hazardous Duty Incentive Pay” and press <GO> or F1.

Start Resume Pay and Allowances (Screen 2 of 2)		
000-00-0000		BM1 CARSON, KEVIN
Stat	Options	Transactions
	<u>N</u>	Career Sea Pay and Career Sea Pay Premium (if applicable)?
	<u>N</u>	Special Duty Assignment Pay?
	<u>N</u>	Responsibility Pay?
	<u>N</u>	Start VHA?
	<u>N</u>	Start/Change/Verify VHA Offset?
	<u>N</u>	Change Rental Charge for Inadequate Govt Qtrs?
	<u>N</u>	Flight Deck Hazardous Duty Pay?
	<u>Y</u>	High Pressure Chamber Hazardous Duty Incentive Pay?

The next screen 1 of 1 “High Pressure Chamber HDIP” will display. Complete the fields.

High Pressure Chamber HDIP (Screen 1 of 1)		
000-00-0000		BM1 CARSON, KEVIN
Effective Date:	<u>12/16/1997</u>	Effective Time: <u>0800</u> Entry Type:
HPCHDIP Start Date:	<u>12/16/1997</u>	(Element code 28)
HPCHDIP Stop Date:	<u>12/21/1997</u>	(Element code 29)

Field	Action
Effective Date	Enter the effective date. It must be within the HPCHDIP “start” and “stop” dates. Note: a separate transaction is required for each month or part of a month the member is entitled to HPCHDIP.
Effective Time	Enter the effective time.
Entry Type	This is not updatable.
HPCHDIP Start Date	Enter the day of the month the member becomes entitled to HPCHDIP. Note: if the member is entitled for the entire month, the first day of the month will be entered here.
HPCHDIP Stop Date	Enter the day of the month HPCHDIP ends. Note: if the member is entitled through the end of the month, the last day of the month will be entered here.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

Continued next page

Start Change/Verify VHA Offset (P608)

As of 1 January 1998 this transaction is no longer used.

However, if necessary, SDA-II will allow original, correction, or deletion type VHA or VHA Offset transactions to be submitted with an effective date of 31 December 1997 or earlier.

Start/Resume Pay and Allowances (High Pressure Chamber Hazardous Duty Incentive Pay) (P607), Continued

**PMIS/JUMPS
Effect**

The Start/Resume Pay And Allowances transaction (High Pressure Chamber Hazardous Duty Incentive Pay) updates the following in PMIS/JUMPS.

- Segment 49

Does not effect the PMIS screens in the PMIS Data Base.

**Corrections
and Deletions**

Corrections and deletions may be made to this transaction and are done in Transaction Review of the SDA II System.

Start, Stop or Change OHA (P609)

Purpose This transaction is used to start, stop, or change Overseas Housing Allowance (OHA).

Reference OHA rates are accessed via the Per Diem, Travel and Transportation Allowance Committee (PDTATC) web site (<http://www.dtic.mil/perdiem/>).

- JFTR, par. U9100
- Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 7.

Transaction Built in SDA II Start, Stop or Change OHA.

PMIS Transaction P609

Policies and Procedures Information you need to know about this transaction:

- Review above references prior to submitting this transaction on a member. There are several important policies governing the payment of OHA.
- All amounts must be entered in U.S. dollars. Convert foreign currency amounts into U.S. dollars using the multiplier for the rate of exchange from the PDTATAC web site.
- Submit this transaction to start OHA.
- Submit this transaction to change OHA when there is a change in any variable used for the computation of OHA. This includes changes in:
 1. A member's dependency status, BAH entitlement or FSH entitlement.
 2. Monthly rental/ownership costs.
 3. The utility indicator.
 4. Rank/Rate due to promotion or demotion (after this change is reflected in PMIS/JUMPS database).
 5. Homeowner/Renter code.
 6. Place of residence.
 7. Number of sharers.
- Do not submit this transaction as a result from changes made to the PDTATAC web site (www.dtic.mil/perdiem/). HRSIC is responsible for these changes.

Continued on next page

Section A
GENERAL TRANSACTIONS

Start, Stop or Change OHA (P609), Continued

Policies and Procedures (cont'd)

- Submit this transaction to stop OHA **except** when OHA is stopped due to:
 1. PCS departure, or
 2. Assignment to Government Quarters.
- OHA will stop automatically when a Departing Endorsement or Change in BAH/change in housing (P606) transaction processes in PMIS/JUMPS assigning a member to government quarters.

Starting the transaction

If not creating this transaction in an event, enter “PADJOHA” for Fast Path ID or press “AJBH” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. Then press go again. The following screen 1 of 1 will appear.

Overseas Housing Allowance Information (Screen 1 of 1)			
000-00-0000	HS1	BLAKE, ROBERT	
Effective Date: <u>01/05/1998</u>	Effective Time: <u>0001</u>	Entry Type:	
OHA Action: <u>1</u>			
		BAH II Code: <u>L</u> Enter with Start OHA or if changing dependency status.	
Location Code (from JFTR): <u>AK077</u>	JFTR Rental Ceiling/US \$:	<u>600.00</u>	
Monthly Utility Cost/US \$: <u>650.00</u>	JFTR Utility Indicator:	<u>025</u>	
Homeowner/Renter Code: <u>R</u>	Does Member have Dependents?:	<u>Y</u>	
Number of Sharers: <u>00</u>	Rent in Foreign/US Currency?:	<u>US</u>	
Rent Amount in US Dollars: <u>650.00</u>	MIHA/Miscellaneous/US \$:	<u>600.00</u>	
MIHA/Rent/US \$: <u>650.00</u>	MIHA/Security/US \$:	<u>600.00</u>	

Data entry

Refer to this table to enter data in the fields.

Field	Entry
Effective Date	For OHA starts or stops, enter the date prescribed in the JFTR, U9100C. For changes, use the date the change took place.
Effective Time	Enter the effective time.
Entry Type	This field cannot be updated.

Continued on next page

Section A
GENERAL TRANSACTIONS

Start, Stop or Change OHA (P609), Continued

Data entry (cont'd)

Field	Entry
OHA Action This field creates element code, 01 (for start), 02 (for stop) or 03 (for change)	Enter the OHA action (1-start, 2-stop, 3-change). Note: If a stop OHA transaction is submitted, no other action/fields are necessary.
BAH II Code	Enter the appropriate BAH II code: G Without dependents; member not assigned government quarters. H Spouse in Service and no other dependents; member not assigned government quarters L With dependents; member not assigned government quarters
Location Code element code 04	Enter the location code. Use the help wheel <F2> or access the PDTATAC web site (www.dtic.mil/perdiem/).
JFTR Rental Ceiling element code 05	Enter the JFTR rental ceiling before reduction or proration from the PDTATAC web site (www.dtic.mil/perdiem/).
Monthly Utility Cost element code 06	Enter the monthly utility cost before reduction or proration from the PDTATAC web site (www.dtic.mil/perdiem/).
JFTR Utility Indicator element code 07	Enter the JFTR utility indicator. Use the help wheel <F2> for a list of utility indicator's.
Homeowner/Renter Code element code 09	Enter H (homeowner) or R (renter).
Does member have Dependents?	Enter Y (yes) or N (no) to indicate whether or not the member has dependents. Note: Y creates element code 10 and N creates element code 12 for "Number of Sharers" field below
Number of Sharers. element codes: 10 (with dependents), or 12 (without dependents)	Enter the number of sharers. For a definition of "sharers" for OHA purposes, see chapter 9 of the JFTR.

Continued on next page

Start, Stop or Change OHA (P609), Continued

Data entry (cont'd)

Field	Entry
Rent in Foreign/US Currency? element code: 14 (for US currency)	Enter U (for US currency). <ul style="list-style-type: none">• For homeowners, the monthly rental amount here is the purchase price of the residence divided by 120.• For renters enter the monthly amount.
MIHA/Miscellaneous element code 17	Enter the miscellaneous MIHA in US dollars. When calculating MIHA for members classified as sharers, ensure that only one sharer is authorized MIHA/rent and MIHA/security. Note: This field will not be completed for a <u>change</u> OHA transaction
Rent amount in U.S. dollars. element code 18	Enter the actual rent paid in US dollars. Note: This field will not be completed for a <u>change</u> OHA transaction.
MIHA/Security element code 19	Enter the actual security MIHA US dollars. Note: This field will not be completed for a <u>change</u> OHA transaction

Completing the transaction	When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to SDA II main menu. Your transaction is complete.
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PMIS/JUMPS Effect	The Start OHA transaction (P609) will automatically close the following segments for members who vacate government quarters overseas: <ul style="list-style-type: none">• Segment 16 -- Government quarters, and• Segment 17 -- BAH II With dependents, or• Segment 18 -- BAH II Without dependents.
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The Start, Stop or Change OHA transaction will update segment 46.

Corrections and Deletions	Corrections and deletions may be made to this transaction and are done in transaction review of the SDA II System.
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Start or Stop Interim Housing Allowance (P609)

Purpose This transaction is used to pay a member Interim Housing Allowance (IHA).

Reference OHA rates are accessed via the Per Diem, Travel and Transportation Allowance Committee (PDTATC) web site (<http://www.dtic.mil/perdiem/>).
• JFTR, par. U9100

Transaction Built in SDA II Start or Stop Interim Housing Allowance

PMIS Transaction P609

Policies and Procedures Information you need to know about this transaction:

- Review chapter 9 of the JFTR.
- All amounts must be entered in U. S. dollars. Convert foreign currency amounts into U.S. dollars using the multiplier for the rate of exchange from the PDTATAC web site.
- Submit this transaction to start IHA.
- Submit this transaction to stop IHA.

Starting the transaction If not creating this transaction in an event, enter “P609-IHA” for Fast Path ID or press “AJBJ” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. Then press go again. The following screen 1 of 1 will appear.

Interim Housing Allowance Information (Screen 1 of 1)		
000-00-0000	LT	MCINTOSH, JILL
Effective Date: <u>01/12/1998</u>	Effective Time: <u>0001</u>	Entry Type:
Interim Housing: <u>1</u>		
Location Code (from JFTR): <u>AK077</u>	JFTR Rental Ceiling: <u>500.00</u>	
Monthly Utility Cost: <u>500.00</u>	JFTR Utility Indicator: <u>025</u>	
Homeowner/Renter Code: <u>R</u>	Enter number of Sharers: <u>01</u>	
Rent in Foreign/US Currency?: <u>500.00</u>	Rent amount in US Dollars: <u>500.00</u>	
MIHA/Miscellaneous: <u>500.00</u>	MIHA/Rent <u>500.00</u>	
MIHA/Security: <u>500.00</u>		

Continued on next page

Section A
GENERAL TRANSACTIONS

Start or Stop Interim Housing Allowance (P609), Continued

Data entry Refer to this table to enter data in the fields.

Field	Action
Effective Date	Enter the effective date. See the JFTR, Chapter U9100C.
Effective Time	Enter the effective time.
Entry Type	This is not updateable.
IHA Action This field creates element codes: 04 (for start IHA) or 16 (for stop IHA)	Enter the IHA action (1-start, 2-stop). Note: If a stop IHA transaction is submitted, no other action/fields are necessary.
Location Code (from JFTR) element code 04	Enter the location code. Use the help wheel <F2> or see the PDTATAC web site (www.dtic.mil/perdiem/).
JFTR Rental Ceiling element code 05	Enter the JFTR rental ceiling before reduction or proration from the PDTATAC web site (http://www.dtic.mil/perdiem/).
Monthly Utility Cost element code 06.	Enter the monthly utility cost before reduction or proration from the PDTATAC web site (http://www.dtic.mil/perdiem/).
JFTR Utility Indicator element code 07	Enter the JFTR utility indicator. Use the help wheel <F2> for a list of utility indicator's.
Homeowner/ Renter Code element code 09	Enter H (homeowner) or R (renter).

Continued on next page

Start or Stop Interim Housing Allowance (P609), Continued

Data entry (cont'd)

Field	Action
Number of Sharers. element codes: 10 (with dependents), or 12 (without dependents)	Enter the number of sharers. For a definition of “sharers” for IHA purposes, see chapter 9 or the JFTR.
Rent in Foreign/US Currency? element code: 14 (for US currency)	Enter U (for US currency). For homeowners, the monthly rental amount here is the purchase price of the residence divided by 120. Renters enter the monthly amount. Convert foreign currency amounts to U.S. using the rates of exchange contained on the PDTATAC web site (http://www.dtic.mil/perdiem/).
MIHA/Miscellaneous element code 17	Enter the miscellaneous MIHA in US dollars. When calculating MIHA for members classified as sharers, ensure that only one sharer is authorized MIHA/rent and MIHA/security.
Rent amount in US dollars. element code 18	Enter the actual rent paid in US dollars.
MIHA/Security element code 19	Enter the MIHA security amount paid in US dollars.

Completing the transaction When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect The Start or Stop IHA transaction updates the following in PMIS/JUMPS:

- Segment 46
- It has no effect on the PMIS screens in the PMIS database.

Corrections and Deletions Corrections and deletions may be made to this transaction and are done in transaction review of the SDA II System.

Return From Confinement (P612)

The Return from Confinement (P612) transaction is in Chapter 11, Disciplinary Actions.

End Absence Due To Alcohol/Drugs (P616)

Purpose	This transaction is used to terminate an absence due to illness caused by and immediately following misconduct or intemperate use of alcoholic liquors or habit forming drugs.
Reference	<ul style="list-style-type: none">• CG Pay Manual, COMDTINST M7220.29, Chapter 2, Figure 2-8• CG Administrative Investigations Manual, Chapter 5
Transaction Built in SDA II	End Absence Due To Alcohol/Drugs
PMIS Transaction	P616
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• Submit this transaction only when determined by competent medical authorities that member is now fit for full duty after being absent due to own misconduct.• Officer absence is considered creditable service. As clarified by the 1996 DOD Authorization Act, an officers unauthorized absence is deductible for retirement and leave accrual purposes but is still creditable for pay base date purposes. HRSIC (MAS) will make adjustments after this transaction is submitted for officers.• Pay and allowances previously stopped by the <u>Begin</u> Absence Due to Alcohol/Drugs (P644) transaction will automatically resume when this <u>End</u> Absence Due to Alcohol/Drugs (P616) transaction processes through PMIS/JUMPS. If a member is not entitled to the same allowances drawn upon being found fit for duty, submit the appropriate transaction(s) with effective time(s) five minutes later than this transaction.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter “P616” for Fast Path ID or press “AII” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. Then press <GO> or F1 again.

Continued on next page

End Absence Due To Alcohol/Drugs (P616), Continued

**Fast Path ID
and Data Entry,
Continued**

The following screen will appear. Begin completing the fields.

End Absence Due to Alcohol/Drugs (Screen 1 of 1)		
000-00-0000	SN	DOE, JAMES
Effective Date: <u>01/22/1998</u> Effective Time: <u>0001</u> Type Entry:		
Date Deductible Time Began: <u>01/07/1998</u> (element code 07)		
Date Member Reported Back For Duty: <u>01/22/1998</u> (element code 08)		
Deductible Time-YYMMDD: <u>000015</u> (element code 09)		

Field	Action
Effective Date	Enter the effective date. This will be the date the member returns fit for duty.
Effective Time	Enter the effective time the member returns fit for duty.
Type Entry	This is not updatable.
Date Deductible Time Began	Enter the beginning date of absence. Note: This field is not applicable for officers.
Date member reported Back For Duty	Enter date and press GO or <F1>. Return date must equal the effective date. Note: This field is not applicable for officers.
Deductible Time-YYMMDD	SDA II will automatically enter the deductible time. Note: This field is not applicable for officers.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to SDA II main menu. Your transaction is complete.

**PMIS/JUMPS
Effect**

The End Absence Due to Alcohol/Drugs transaction updates the following in PMIS/JUMPS:

- Segments 00, 57, and 62.
- Updates page 5 (Contract and Service Information) and Page 8 (Pay Grade History) of the PMIS screens in the PMIS data base.

**Corrections
and Deletions**

Corrections and deletions may be made to this transaction and are done in transaction review of the SDA II System.

Change BAS/Career Sea Pay (P620)

**The Change BAS/Career Sea Pay (P620)
Transaction is in Chapter 6 (event preparation) in
the TAD section**

Stop Pay and Allowances (P625)

Purpose	This transaction is used to stop pay and allowances in cases where the pay stop is not made in conjunction with another Personnel Action or in conjunction with a PCS Departing or PCS Reporting transaction.
Reference	<ul style="list-style-type: none">Pay Manual, COMDTINST M7220.29 (series)
Transaction Built in SDA II	Stop Pay and Allowances
PMIS Transaction	P625
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">The effective date of this transaction will always be the last day of the entitlement. This transaction may be prepared and transmitted in advance of the effective date of the transaction.When an entire unit's crew is effected by Commissioning/Decommissioning (or other status where everyone's entitlement(s) will change due to the new status of the unit) and the number of individuals effected is at least 50 members; Send an email to the HRSIC (MAS). The Special Projects Yeoman will run a special routine in PMIS/JUMPS to convert subsistence allowances on the entire crew without the PERSRU having to submit PMIS transactions.When stopping one subsistence entitlement to start another (i.e.: stop SEPRATS to start BAS) this transaction must be submitted with an effective date one day prior to the new start transaction. An exception to this rule is PCS Reporting. The PCS Reporting event will stop SEPRATS-T the day of reporting PCS.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter "PADJSTOP" for Fast Path ID or press "AJBE" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. The following screen 1 of 2 will display.

Stop Pay and Allowances (Screen 1 of 2)		
000-00-0000 MKC BROWN, MURPHY		
Stat	Options	Transactions
	<u>N</u>	25% Basic Pay Increase?
	<u>N</u>	Aviation Career Incentive pay?
	<u>N</u>	Aviation Noncrew Member Hazardous Duty Pay?
	<u>N</u>	Aviation Crew Member Hazardous Duty Pay?
	<u>N</u>	Diving Duty Pay?
	<u>N</u>	Career Sea Duty/Sea Pay Premium?
	<u>N</u>	Hardship Duty Pay-Location?
	<u>N</u>	Hostile Fire Pay?

Continued next page

Section A
GENERAL TRANSACTIONS

Stop Pay and Allowances (P625), Continued

**Fast Path ID
and Data Entry,
Continued**

When the above screen appears, enter “Y” on the type of Pay and or Allowance you want to stop. Once you have completed this screen, press <GO> or F1. The following screen 2 of 2 will display:

Stop Pay and Allowances (Screen 2 of 2)		
000-00-0000	MKC	BROWN, MURPHY
Stat	Options	Transactions
	<u>N</u>	Entitlement to Tax Exclusion for Duty in Combat Zone?
	<u>N</u>	Regular BAS?
	<u>N</u>	Special BAS?
	<u>N</u>	Separate Rations?
	<u>N</u>	COLA without Dependents/Partial COLA?
	<u>N</u>	COLA with Dependents?
	<u>N</u>	Special Duty Assignment?
	<u>N</u>	Responsibility Pay?
	<u>N</u>	CONUS COLA?
	<u>N</u>	Partial BAS?

When the above screen appears, enter “Y” on the type of Pay and or Allowance you want to stop. Once you have completed this screen, press <GO> or F1. The screen(s) for the type of stop transaction(s) you selected will appear. If you selected multiple transactions, you will need to press <GO> or F1 after completing each screen. See example below.

Stop Pay and Allowances Transaction Example

Stop Regular BAS (Screen 1 of 1)		
000-00-0000	MKC	BROWN, MURPHY
Effective Date: <u>01/26/98</u>	Effective Time: <u>2200</u>	Entry Type:

**Element Code
Created And
PMIS/JUMPS
Effects**

Stop Transaction	Element Code	PMIS/JUMPS Effect
25% Basic Pay Increase	01	Segment 01
Aviation Career Incentive Pay	11	Segment 11, 60 and PMIS page 9
Aviation Noncrew Member Hazardous Duty Pay	12	Segment 12
Aviation Crew member Hazardous Duty Pay	13	Segment 13
Diving Duty Pay	20	Segment 10
Career Sea Duty/Sea Pay Premium	22	Segment 00, 07, 37
Hardship Duty Pay-Location	23	Segment 08

Continued on next page

Section A
GENERAL TRANSACTIONS

Stop Pay and Allowances (P625), Continued

Element Code Created And PMIS/JUMPS Effect, Continued	Stop Transaction	Element Code	PMIS/JUMPS Effect
	Hostile Fire Pay	24 PMIS/JUMPS will change the effective date to the end of the month	05
	Entitlement to Tax Exclusion for Duty in Combat Zone	26	64, 65, 66, 67, 68
	Regular BAS	30	25
	Special BAS	31	27
	Separate Rations	32	26
	COLA without Dependents/Partial COLA	43	29
	COLA with Dependents	44	29
	Special Duty Assignment	70	06
	Responsibility Pay	75	09
	CONUS COLA	88	31
	Partial BAS	34	27

When you have completed screen(s) 1 of 1 above press <GO> or <F1>.
You will return to the SDA II main menu. Your transaction is complete.

**Corrections
and Deletions**

Corrections may be made to the Aviation Career Incentive Pay transaction only.
Deletions may be made to any stop pay and allowances transaction(s). Corrections
and/or deletions are done in transaction review of the SDA II System.

Stop All Pay and Allowances Due To Fraudulent Enlistment (P633)

The Stop All Pay and Allowances Due To Fraudulent Enlistment (P633) transaction is in Chapter 8 (event preparation) in the Discharge (Enlisted Members) section.

Member Placed in Confinement (P640)

The Member Placed in Confinement (P640) transaction is in chapter 11 (event preparation) in the Disciplinary Action Section

Begin Absence Due To Alcohol/Drugs (P644)

Purpose	This transaction is used to begin absence of a member due to an illness caused by and immediately following misconduct or intemperate use of alcoholic liquors or habit-forming drugs.
Reference	<ul style="list-style-type: none">• CG Pay Manual, COMDTINST M7220.29 (series), Chapter 2, Figure 2-8.• CG Administrative Investigations Manual, Chapter 5.
Transaction Built in SDA II	Begin Absence Due To Alcohol/Drugs
PMIS Transaction	P644
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• Review above references prior to submitting this transaction on a member.• Basic Pay, any special or incentive pay, BMA and SMA will stop when this transaction processes through PMIS/JUMPS.• Any allowances currently authorized will continue when a member begins absence due to illness caused by and immediately following misconduct or intemperate use of alcoholic liquors or habit forming drugs.
Fast Path ID and Data Entry	<p>If not creating this transaction in an event, enter “P644” for Fast Path ID or press “AIH” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. Then press <GO> or F1 again.</p>

When the below screen appears, Press <GO> or F1 again.

Begin Absence Due to Alcohol/Drugs (Screen 1 of 1)		
000-00-0000	SN	DOE, JAMES
Effective Date: <u>01/07/1998</u>	Effective Time: <u>0800</u>	Type Entry:

Continued next page

Begin Absence Due To Alcohol/Drugs (P644), Continued

Fast Path ID And Data Entry, Continued	Field	Action
	Effective Date	Enter the effective date the member begins absence due to alcohol/drugs.
	Effective Time	Enter the effective time.
	Type Entry	This is not updatable.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect The Begin Absence Due To Alcohol/Drugs updates the following in PMIS/JUMPS.

- Segment 57
- Does not effect the PMIS screens in the PMIS Data Base.

Corrections and Deletions Deletions may be made to this transaction and are done in Transaction Review of the SDA II System.

Suspend Flight Pay/Terminate Aviator Status (P671)

Purpose This transaction is used to suspend flight pay and/or terminate aviation status.

Reference

- CG Pay Manual, COMDTINST M7220.29 (series), Chapter 5.

Transaction Built in SDA II Suspend Flight Pay/Terminate Aviator Status

PMIS Transaction P671

Policies and Procedures Information you need to know about this transaction:

- Review above reference** prior to submitting this transaction on a member.

Fast Path ID and Data Entry If not creating this transaction in an event, enter “PADJSUSP” for Fast Path ID or press “AJBG” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. Then press <GO> or F1 again.

The screen below will appear. Begin completing the fields

Suspend Flight Pay/Terminate Aviator Status (Screen 1 of 1)		
000-00-0000	LT	FLYNN, SCOTT
Effective Date: <u>01/27/1998</u>	Effective Time: <u>0800</u>	Entry Type:
Suspend ACIP/Flight Status: <u>1</u> (element code 01)		
Terminate Aviator Status: <u>N</u> (element code 03)		

Field	Action
Effective Date	Enter the effective date of Suspension of ACIP/Flight Status or Termination of Aviator Status.
Effective Time	Enter the effective time.
Entry Type	This is not updateable.
Suspend ACIP/Flight Status	Enter one of the following numbers if suspending ACIP/Flight status: 1-DIFOPS, 2-DIFDEN, or 3-DIFPRO
Terminate Aviator Status	Enter “Y” (yes) if terminating aviator status

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

Continued next page

Suspend Flight Pay/Terminate Aviator Status (P671), Continued

PMIS/JUMPS Effect	<p>The Suspend Flight Pay/Terminate Aviator Status updates the following in PMIS/JUMPS.</p> <ul style="list-style-type: none">• Segments 11 and 60• Page 9 (Aviator Information) of the PMIS screens in the PMIS Data Base.
Corrections and Deletions	<p>Corrections and deletions may be made to this transaction and are done in Transaction Review of the SDA II System.</p>

Change Allotment Address (P800)

Purpose	This transaction is used to correct or change an address to an existing individual allotment or bond allotment.
Reference	<ul style="list-style-type: none">CG Pay Manual, COMDTINST M7220.29, Chapter 7Personnel Pay and Procedures Manual, HRSICINST M1000.2A, Chapter 8
Transaction Built in SDA II	Change Allotment Address
PMIS Transaction	P800
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">This transaction can only be used to change allotment address information on Individual Allotments (segment 76 of JUMPS) or Bond Allotments (segment 78 of JUMPS).Do not use this transaction to change allotment information on Blanket or EFT allotments (segment 77 of JUMPS). This transaction also cannot be used to change fields other than address fields in segments 76 and 78. To change other fields on an existing allotment, prepare a ‘Start, Stop, Change Allotments or Bonds’ transaction.When submitting more than one change allotment address transaction (P800) on an individual member with the same effective date, use effective time(s) five minutes apart.
Fast Path ID and Data Entry	<p>If not creating this transaction in an event, Enter “P800” for Fast Path ID or press “AJAJ” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. Then press <GO> or F1 again. The following screen will appear.</p> <p>Note: if the member is known to have allotments but SDA II indicates the member does not have allotments, contact the SDAII team at HRSIC.</p>

Correct Address Info for Individual or Bond Allotments			
000-00-0000		LTJG	CHANGE, ROBERT
Allotment Number	Purpose Code	Effective Date	Effective Time

Press F3 to insert information.

Continued on next page

Change Allotment Address (P800), Continued

The following screen will appear. Begin completing the fields.

Correct Address Info for Individual or Bond Allotments			
000-00-0000	LTJG	CHANGE, ROBERT	
Effective date: <u>01/271998</u>		Effective time: <u>0001</u>	
Allotment Number: _____		Purpose Code: _____	
Address: _____			
City: _____ St: _____ ZIP/Postal: _____			

Field	Action																
Effective Date	Enter the effective date you are preparing the transaction.																
Effective Time	Enter effective time.																
Allotment Number	<p>Press F2. A list of all the members allotments will display. See the example below.</p> <table><tr><th colspan="4">SDA II Application Help Allotments Answer Wheel</th></tr><tr><th>Allotment Number</th><th>Purpose Code</th><th>Allotment Type</th><th>Allotment Date</th></tr><tr><td>001</td><td>B1</td><td>A</td><td></td></tr><tr><td>002</td><td>L1</td><td>A</td><td></td></tr></table> <p>Highlight the allotment you want to change the address for and Press <GO> or F1. SDA II will return you to the Correct Address Info of Individual or Bond Allotments screen. See below.</p>	SDA II Application Help Allotments Answer Wheel				Allotment Number	Purpose Code	Allotment Type	Allotment Date	001	B1	A		002	L1	A	
SDA II Application Help Allotments Answer Wheel																	
Allotment Number	Purpose Code	Allotment Type	Allotment Date														
001	B1	A															
002	L1	A															

Correct Address Info for Individual or Bond Allotments			
000-00-0000	LTJG	CHANGE, ROBERT	
Effective date:	<u>01/271998</u>	Effective time:	<u>0001</u>
Allotment Number:	<u>001</u>	Purpose Code:	<u>B1</u>
Address: _____			

City: _____	St: _____	ZIP/Postal: _____	

Field	Action
Address	Enter new street address.
City	Enter City.
St	Enter State.
ZIP/Postal	Enter zip. 5 or 9 digits. 2 of the digits may be Alpha for foreign country. For foreign country address, enter FC followed by foreign country code from Enclosure 9 of the 3PM manual.

Continued on next page

Change Allotment Address (P800), Continued

**Fast Path ID
and Data
Entry,
Continued**

When you have completed the Correct Address Info for Individual or Bond Allotment Screen above press <GO> or <F1>. The following screen will appear.

Correct Address Info for Individual or Bond Allotments			
000-00-0000		LTJG	CHANGE, ROBERT
Allotment Number	Purpose Code	Effective Date	Effective Time
001	B1	1/27/1998	0001

Now Press Shift F6 or NEXT-PAGE and you will return to the SDA II main menu.
Your transaction is complete.

**Element Codes
Created and
PMIS/JUMPS
Effect**

The following is a list of element codes that can be created on the P800, a description of the element code, and the PMIS/JUMPS effect:

Element Code	Description	PMIS/JUMPS Effect
01	Allotment Number	Segment 76 (Individual Allotment) Segment 78 (Bond Allotment)
02	Purpose Code (L1,B1, etc)	Segment 76 (Individual Allotment) Segment 78 (Bond Allotment)
15	First Line Payee Address. First 15 Alpha/Numeric Characters.	Segment 76 (Individual Allotment)
16	First Line Payee Address. Second 15 Alpha/Numeric Characters.	Segment 76 (Individual Allotment)
17	First Line Payee Address. Remaining 15 Alpha/Numeric Characters.	Segment 76 (Individual Allotment)
18	Second Line Payee Address. First 15 Alpha/Numeric Characters.	Segment 76 (Individual Allotment)
19	Second Line Payee Address. Second 15 Alpha/Numeric Characters.	Segment 76 (Individual Allotment)
20	Second Line Payee Address. Remaining 15 Alpha/Numeric Characters.	Segment 76 (Individual Allotment)
21	Payee City Address. 15 Alpha/Numeric Characters.	Segment 76 (Individual Allotment)
22	Payee State Address. 2 Alpha/Numeric Characters.	Segment 76 (Individual Allotment)

Continued on next page

Section A
GENERAL TRANSACTIONS

Change Allotment Address (P800), Continued

**Element Codes
Created and
PMIS/JUMPS
Effect,
Continued**

The following is a list of element codes that can be created on the P800, a description of the element code, and the PMIS/JUMPS effect, continued:

Element Code	Description	PMIS/JUMPS Effect
23	Payee Zip code. 5 or 9 digits (2 digits may be Alpha). For foreign country address, enter FC followed by foreign country code from Enclosure 9 of the 3PM manual (i.e., FC600).	Segment 76 (Individual Allotment)
31	First Line Address. First 15 Alpha/Numeric Characters.	Segment 78 (Bond Allotment)
32	First Line Address. Remaining 10 Alpha/Numeric Characters.	Segment 78 (Bond Allotment)
33	Second Line Address. First 15 Alpha/Numeric Characters.	Segment 78 (Bond Allotment)
34	Second Line Address. Remaining 10 Alpha/Numeric Characters.	Segment 78 (Bond Allotment)
35	Bond City Address. 14 Alpha/Numeric Characters.	Segment 78 (Bond Allotment)
37	Bond State Address. 2 Alpha/Numeric Characters (i.e., VA, NC, NY).	Segment 78 (Bond Allotment)
38	Bond Address Zip Code. 5 or 9 digits (2 digits may be Alpha). For foreign country address, enter FC followed by foreign country code from Enclosure 9 of the 3PM manual (i.e., FC600).	Segment 78 (Bond Allotment)

**Corrections
and Deletions**

Corrections and deletions are not allowed. If the original Change Allotment Address (P800) transaction was incorrect, submit a new transaction with a later effective date.

Elect/Decline SGLI (P809)

Purpose	This transaction is used to report electing or declining coverage of Service member's Group Life Insurance (SGLI).
Reference	<ul style="list-style-type: none">• Personnel Pay and Procedures Manual, HRSICINST M1000.2A, Chapter 5• Service member's and Veterans Group Live Insurance Handbook 29-75-1
Transaction Built in SDA II	Elect/Decline SGLI
PMIS Transaction	P809
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• Review above references prior to completing this transaction.• The effective date of this transaction will be one of the following dates<ol style="list-style-type: none">1. The date the SGLV-8286 is signed for increase coverage. The new SGLI is effective the first day of the transaction month.2. At 2400, 31 days after confinement by military authorities under a court-martial sentence if the courts-martial sentence includes total forfeiture of pay and allowances. Do not submit this transaction to terminate SGLI when a member is confined over 30 days by civil authorities, or declared a deserter. PMIS/JUMPS will automatically handle termination and reinstatements of SGLI for these situations.3. The date the SGLV-8286 is signed for discontinuance or reduction of SGLI coverage. The new SGLI amount is effective the first day of the month following the transaction effective date.4. The date of entry into service when a member initially entering the Coast Guard requests reduced coverage or declines coverage.5. The date of conviction in cases where a member is found guilty of mutiny, treason, spying, or desertion.6. The date a member returns from military confinement of over 31 days and restored to duty with pay.7. The date the Commanding Officer certifies VA Form SGLV-8285 when a member who previously declined or reduced SGLI coverage has now submitted a request to reinstate coverage or increase coverage.

Continued on next page

Section A
GENERAL TRANSACTIONS

Elect/Decline SGLI (P809), Continued

Policies and Procedures, Continued

- **The effective date of SGLI coverage** is one of the following dates:
 1. The date SGLV-8286 is signed for increased coverage.
 2. The first day of the month following the date the SGLV-8286 is signed for decreased coverage.
- **Non-receipt of SGLI Payments from Reservists.** SGLI will be administratively terminated by HRSIC (dc) when premiums become 5 months in arrears. Once SGLI coverage has been administratively terminated, coverage will not be restored until the arrearage is paid.

Fast Path ID and Data Entry

If not creating this transaction in an event, Enter “P809” for Fast Path ID or press “BAD” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. Then press <GO> or F1 again.

The following screen will appear. The element code created will not appear on your screen. Element codes on this page for information purposes only.

Elect/Decline SGLI (Screen 1 of 1)	
000-00-0000	FN DOE, WAYNE
Effective Date: <u>1/29/1998</u>	Effective Time: <u>0001</u>
Current SGLI Amount:\$10,000.00	
<ol style="list-style-type: none"> 1. Decline Coverage (element code 05) 2. Discontinue Coverage (element code 01) 3. Increase in Coverage (element code 09) 4. Discontinue Coverage on 31st day of Military Confinement (element code 01) 5. Discontinue Coverage due to Military Conviction (element code 01) 6. Reduction in Coverage (element code 02) 7. Reinstatement in Coverage (element code 03) 8. Return from Military Confinement (element code 04) 	
SGLI Coverage Code: <u>3</u>	
SGLI Coverage Amount: \$90,000.00 (element code 08)	

Other Element Codes Created In This Transaction But Not Shown In Screen 1 of 1 Above

Element Code	Description
06	VA Forms SGLV-8285 or SGLV-8286 not required_(i.e., courts-martial conviction)
07	VA Forms SGLV-8285 or SGLV-8286 required_(i.e., reduction/discontinue coverage)

Field	Action
Effective Date	See the policies and procedures section for this transaction on the previous page prior to entering the effective date.
Effective Time	Enter the effective time.
Current SGLI Amount	If the member currently has SGLI coverage, SDA II will show the amount. This field cannot be updated.
SGLI Coverage Code	Enter code from list displayed in screen 1 of 1 above.
SGLI Coverage Amount	Enter an amount between \$0 and \$200,000 in \$10,000 increments.

Continued on next page

Elect/Decline SGLI (P809), Continued

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

**PMIS/JUMPS
Effect**

The Elect/Decline SGLI (P809) affects the following in PMIS/JUMPS:

- Segment 32

Does not affect the PMIS screens in the PMIS database.

**Corrections
and Deletions**

Corrections and deletions may not be made to this transaction. If this transaction is submitted erroneously, contact HRSIC (MAS).

Continued on next page

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Report Physical Exam Findings (P950)

Purpose	This transaction is used to enter physical examination information for all Coast Guard members into the PMIS database.																						
Reference	Medical Manual, COMDTINST M6000.1 (series)																						
Transaction Built in SDA II	Report Physical Exam Findings																						
PMIS Transaction	P950																						
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">▪ PERSRUs are responsible for entering physical exam information into SDA II for physical exams performed at and approved by the following Coast Guard Clinics:<table><tbody><tr><td>CG Academy</td><td>ISC Boston</td></tr><tr><td>TRACEN Cape May</td><td>ISC Portsmouth</td></tr><tr><td>TRACEN Petaluma</td><td>ISC Miami</td></tr><tr><td>ATC Mobile</td><td>ISC New Orleans</td></tr><tr><td>RTC Yorktown</td><td>ISC Alameda</td></tr><tr><td>Coast Guard Yard</td><td>ISC Seattle</td></tr><tr><td>AIRSTA Borinquen</td><td>ISC Kodiak</td></tr><tr><td>AIRSTA Cape Cod</td><td>Group Galveston</td></tr><tr><td>AIRSTA Miami</td><td>SUPRTCEN Elizabeth City</td></tr><tr><td>AIRSTA Traverse City</td><td>CG Headquarters</td></tr><tr><td>AIRSTA Clearwater</td><td></td></tr></tbody></table>• HRSIC (MAS) is responsible for entering physical exam information into PMIS/JUMPS, via keypunch, for physical exams performed at non-Coast Guard clinics and approved by Commander (kma) MLCPAC or MLCLANT.<p style="margin-left: 40px;"><u>Note:</u> Previously, PERSRUs received reports of approved exams from MLCs and were responsible for entering the results into SDA II. HRSIC (MAS) now receives these reports and enters the physical exam status into PMIS/JUMPS.</p>• ALL fields on this transaction must be filled in.	CG Academy	ISC Boston	TRACEN Cape May	ISC Portsmouth	TRACEN Petaluma	ISC Miami	ATC Mobile	ISC New Orleans	RTC Yorktown	ISC Alameda	Coast Guard Yard	ISC Seattle	AIRSTA Borinquen	ISC Kodiak	AIRSTA Cape Cod	Group Galveston	AIRSTA Miami	SUPRTCEN Elizabeth City	AIRSTA Traverse City	CG Headquarters	AIRSTA Clearwater	
CG Academy	ISC Boston																						
TRACEN Cape May	ISC Portsmouth																						
TRACEN Petaluma	ISC Miami																						
ATC Mobile	ISC New Orleans																						
RTC Yorktown	ISC Alameda																						
Coast Guard Yard	ISC Seattle																						
AIRSTA Borinquen	ISC Kodiak																						
AIRSTA Cape Cod	Group Galveston																						
AIRSTA Miami	SUPRTCEN Elizabeth City																						
AIRSTA Traverse City	CG Headquarters																						
AIRSTA Clearwater																							

Continued on next page

Section A
GENERAL TRANSACTIONS

Report Physical Exam Findings (P950), Continued

**Fast Path ID
and Data Entry**

If not creating this transaction in an event, enter “P950” for Fast Path ID or press “BCI” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press ‘GO’. Then press ‘GO’ again. The following screen will appear. The element code created will not appear on your screen. Element codes on this page are for information purposes only. Begin completing the fields.

Physical Examination Information (Screen 1 of 1)		
000-00-0000	SABM	DOE, JOHN
Effective Date: <u>10/14/1997</u>		
Effective Time: <u>0001</u>		
Entry Type:		
Date Of Physical Exam: <u>09/15/1997</u> (element code 01)		
Physical Exam Status Code: <u>Q</u> (element code 02)		
Physical Exam Review Date: <u>09/17/1997</u> (element code 03)		
Type of Physical Exam: <u>1</u> (element code 04)		

Field	Action
Effective Date	The effective date of the transaction is the date the transaction is being created.
Effective Time	Enter the effective time.
Entry Type	This is not updateable.
Date of Physical Exam	Enter the date. The physical exam date and the physical exam review date must be earlier than or equal to the effective date of the transaction.
Physical Exam Status Code	Enter the physical exam code. Use the help wheel <F2> for a list of codes.
Physical Exam Review Date	Enter the date the physical exam was approved. This date must be earlier or equal to the effective date.
Type of Physical Exam	Enter type of physical exam. Use the help wheel <F2> for a list of codes.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

**PMIS/JUMPS
Effect**

This Report Physical Exam Findings transaction updates the following in PMIS/JUMPS:

- Updates page 2 (Miscellaneous Personal Information) of the PMIS screens in the PMIS Data Base and has no effects on the segments in JUMPS.

**Corrections
and Deletions**

Corrections and Deletions can be made to this transaction and are done in Transaction Review of the SDA II system.

Leave Authorization (L63B)

Purpose	This transaction is used to report and account for leave taken by Coast Guard members. After completion of the authorized leave period, the unit is responsible for submitting the appropriate document to the PERSRU so that the leave can be recorded in PMIS/JUMPS. The Leave Authorization transaction is the source transaction for charging leave taken by members. The leave transaction provides authorization for pay actions by HRSIC, e.g., leave debits and enlisted subsistence entitlement debits/credits.
Reference	<ul style="list-style-type: none">• CG Personnel & Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 5• CG Personnel Manual, COMDTINST M1000.6 (series), Chapter 7• CG Pay Manual, COMDTINST M722.29.(series), Chapters 3 and 10
Transaction Built in SDA II	Leave Reporting
PMIS Transaction	L63B
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• This transaction allows the user to enter multiple leave periods into the SDA II system.• There should never be a time when a leave period on a member overlaps with another leave period for that same member (i.e., member took leave from 1 August to 5 August and then from 4 August to 10 August).• This transaction <u>should not be used</u> in connection with the PCS travel orders. The PCS Departing and PCS Reporting transactions are used for this purpose.• This transaction <u>should not be used</u> in connection with RELAD (Release From Active Duty).• This transaction <u>should not be used</u> to record compensatory absence unless such absence is taken consecutively with regular leave.• This transaction should be used if there is more than 2 days sick leave on a member. Sick Leave of less than 3 days is not reported.• This transaction should be used if member is being discharged and is taking terminal leave in conjunction with discharge. The terminal leave is reported on this transaction.• This transaction should be used if member takes leave in conjunction with TAD orders.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter “leave” for Fast Path ID or press “BCA” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press ‘GO’ or ‘F1’. The following screen 1 of 2 will appear..

Continued on next page

Section A
GENERAL TRANSACTIONS

Leave Authorization (L63B), Continued

Leave Authorization (Screen 1 of 2)									
000-00-0000				DOE, JOHN					
Begin Date	End Date	AI	AO	SL	CA	NA	DA	Total Days	Status

Press the F3 key to insert and the system will open a leave authorization transaction screen 2 of 2 (below) on the member. Begin completing the fields in screen 2 of 2.

Leave Authorization (Screen 2 of 2)	
000-00-0000	DOE, JOHN
Type Entry	
First Day Charged as Absence: <u>02/03/1998</u>	
Last Day Charged as Absence: <u>02/04/1998</u>	
Leave INCONUS: <u>02</u>	
Leave OUTCONUS: <u>00</u>	
Sick Leave: <u>00</u>	
Compensatory Absence: <u>00</u>	
Nonchargeable Absence: <u>00</u>	
Date-Line Adjustment: <u>00</u>	
Total Absence: 002	
Direction of Dateline Crossing: <u> </u>	

Field	Action
Type Entry	This is not updateable.
First Day Charged as Absence	Enter the first date charged as absence (leave).
Last Day Charged as Absence	Enter the last date charged as absence (leave).
Leave InCONUS	Enter the number of days InCONUS Leave used (if applicable).
Leave OutCONUS	Enter the number of days OutCONUS Leave used (if applicable).
Sick Leave	Enter the number of days Sick Leave used (must be 3 or more days).
Compensatory Absence	Enter the number of days Compensatory Absence (if applicable).
Nonchargeable Absence	Enter the number of day Nonchargeable Absence (if applicable).
Date-Line Adjustment	Enter the number of days for Date-Line crossing (if applicable).
Total Absence	SDA will enter the total absence amount of all leave periods.
Direction of Date-Line Crossing	Enter either "E" (East to West) and 1 day will be subtracted from the total absence or enter "W" (West to East) and 1 day will be added to the total absence, or leave blank.

Continued on next page

Section A
GENERAL TRANSACTIONS

Leave Authorization (L63B), Continued

Fast Path ID and Data Entry, Continued When you have completed screen 2 of 2 above, press “GO” or “F1”.
The screen below will appear.

Leave Authorization (Screen 1 of 2)									
000-00-0000		DOE, JOHN							
Begin Date	End Date	AI	AO	SL	CA	NA	DA	Total Days	Status
02/03/1998	02/04/1998	02	00	00	00	00	00	002	C

When this screen (above) appears, press shift F6. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect This transaction updates the following in PMIS/JUMPS:

- Segments 03 and 04 (if member is receiving BAS, SEPRATS, or Partial BAS)
- Segment 28 (shows the monetary amount per day for leave rations)
- Segment 62 (shows the amount of leave member currently has)
- Segment 74 (shows the inclusive dates of leave taken by member)
- Does not affect the PMIS screens in the PMIS Data Base.

Corrections and Deletions Corrections and Deletions can be made to this transaction and are done in Transaction Review of the SDA II system. If the original transaction has an incorrect “First Day Charged As Absence”, use a Deletion. If the original transaction contains an error in the “Last Day Charged As Absence”, Use a correction.

Change in Dependency/Emergency Data/SGLI (CG-4170A)

Purpose	<p>The Change in Dependency/Emergency Data/SGLI event is used to complete the necessary transactions on a member who is changing his/her dependency status or updating emergency data information.</p> <p>Note: When a member is initially accessed into the system (i.e., appointed as an officer, enlist into the Coast Guard (active or reserve), is recalled from retirement, or is a reservist coming on active duty for greater than 139 days) the Change in Dependency/Emergency Data/SGLI transaction shall normally be created in the event that is accessing the member.</p>
References	<ul style="list-style-type: none">a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)b. Query Manual, HRSICINST M5230.2 (series)c. Pay Manual, COMDTINST M7220.29 (series)d. Personnel Manual, COMDTINST M1000.6 (series)
Fast Path ID and Data Entry	<p>This transaction is normally prepared in the Change in Dependency/Emergency Data/SGLI event of this manual. However there may be occasions when the user will need to refer to the Change in Dependency/Emergency Data/SGLI (CG-4170). If you are not creating this transaction in the Change in Dependency/Emergency Data/SGLI event, Enter “depchg” for Fast Path ID or press “BAA” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press <GO> or F1.</p>
Change in Dependency/Emergency Data Transaction	<p>When screen 1 of 1 appears press <GO> or F1. You are now ready to complete the Change in Dependency/Emergency Data transaction (CG-4170A). The Change in Dependency/Emergency Data transaction builds a L64B in PMIS/JUMPS and creates a BAH/Dependency/Emergency Data and SGLI Validation Form (CG-4170A) for the member to sign.</p> <p>The CG-4170A is used to record dependents as defined in the Coast Guard Pay Manual to determine dependency for BAH entitlement purposes, and for verifying (on an annual basis) that dependents, on whom BAH is being paid, continue to be related to and supported by the member. In order for a person to be entered on a CG-4170A, that person must be a family member as defined by the Coast Guard Pay Manual.</p> <p>The CG-4170A may be used as a partial-supporting document as long as the individual claimed as a family member remains a family member. Payment of Family Separation - Housing, Family Separation Allowance, station allowances, Dislocation Allowance, family member ID cards and DEERS privileges are examples when the CG-4170A may be used as a partial supporting document. The use of the CG-4170A in other than BAH dependency determination cases should be restricted to determining the relationship of a family member to a member and for determining whether the member is supporting the family member.</p> <p>The CG-4170A is also used to record emergency data and SGLI information on a member.</p>

Continued on next page


Section A
GENERAL TRANSACTIONS

Change in Dependency/Emergency Data/SGLI (CG-4170A), Continued

Change in Dependency/ BAH-Dependency-Emergency Data (Screen 1 of 3*) should appear.
Emergency Data
Transaction, Continued

BAH-Dependency-Emergency Data (Screen 1 of 3*)			
000-00-0000		YNC	DOE, JOHN
Effective BAH Date: <u>01/23/1998</u>		Type Entry:	
Place of Marriage:			
Country: <u>US</u>	City: <u>TOPEKA</u>	State: <u>KS</u>	Marriage Date: <u>01/23/1998</u>
Relationship Code: <u>1</u>			
BAH Dependents: <u>1</u>			
Date Signed: <u>01/23/1997</u>		Submission: <u>Initial</u>	
Are there other Life Insurance Companies?: <u>Y</u>		By Law: <u>N</u>	

The following is a list of fields on Screen 1 of 3* and the action to be taken on each field:

Field	Action
Effective BAH Date (Use Change in Dependency Status Table on page 2-A-225 to determine the effective date)	This field must only be used if there is a dependency change or if submitting this transaction when accessing a new member into the system. Note: This field should be left blank if submitting the transaction due to a change in address on the CG-4170A or a change in the emergency data/SGLI information.
Type Entry	This field cannot be updated.
Place of Marriage Country, City and State	If member is married, enter the Country, City and State the member was married in.
Marriage Date	If member is married, enter the date the member was married.
Relationship Code	Enter the relationship code on the member. Press F2 for a list of valid relationship codes.
BAH Dependents	Enter the total number of dependents the member has for BAH purposes. Note 1: If a member has a spouse and this transaction is being prepared for divorce and a member has no other dependents, indicate '0'. Note 2: If a member has a spouse-in-service, with no other dependents, indicate '0'.  Reminder: A P607 for CONUS COLA is required when adding an initial family member (e.g. Member becomes entitled to BAH with dependents) or removing all BAH eligible family members.
Date Signed	This field will be the date the member signs the CG-4170A, but normally this field will be left blank and the member will fill in this block when he/she signs the CG-4170A.

Continued on next page

Section A
GENERAL TRANSACTIONS

Change in Dependency/Emergency Data/SGLI (CG-4170A), Continued

**Change in
Dependency
/Emergency
Data
Transaction,
Continued**


Field	Action
Submission	This field must remain at 'INITIAL'.
Are there other Life Insurance Companies?	Enter 'Y' if member has other life insurance policies, otherwise leave at 'N'.
By Law	If member is requesting SGLI designation be made by Law, then enter 'Y'. Note: Members should be encouraged to name a specific beneficiary. Use of "By Law" designation should be discouraged.

Once you have entered the information on Screen 1 of 3*, press <GO> or F1. The next screen that will come up in this transaction is Screen 2 of 3*.

BAH-Dependency-Emergency Data (screen 2 of 3*)			
000-00-0000		YNC	DOE, JOHN
Unique ID	Last Name	First Name	Relation

Use the table below to determine what you should do next.

To	Then
add a family member or person for Emergency Data/SGLI purposes.	Press F3
change information on an existing family member or existing person who is on the CG-4170A for Emergency Data/SGLI purposes.	Highlight the family member or person and press <GO> or F1.
delete an existing record.	Highlight the family member or person and press the F10 key. The system will ask you if you want to delete the highlighted record. Press 'Y' for Yes and press <GO> or F1.

 **Reminder:** A P607 for CONUS COLA is required when adding an initial family member (e.g. Member becomes entitled to BAH with dependents) or removing all BAH eligible family members.

Continued on next page

Section A
GENERAL TRANSACTIONS

Change in Dependency/Emergency Data/SGLI (CG-4170A), Continued

Change in Dependency/ Emergency Data Transaction, Continued

If adding or changing information on a family member or other person, the system will bring up the Unique ID number field. The system will automatically assign a Unique ID number to the family member/person. If a SSN is provided on the family member then change the Unique ID number to show the SSN. If no SSN, then leave the Unique ID number assigned by the system as is. After you have entered the SSN or left the Unique ID Number as is, press <GO> or F1. Screen 2 of 3* should appear.

Note: If entering a spouse who is currently in a military service, the SSN of the spouse is required.

BAH-Dependency-Emergency Data (screen 2 of 3*)			
000-00-0000	YNC	DOE, JOHN	
ID Number:	U0190000001	Last Name:	DOE
First Name:	DONNA	MI:	M
Relation:	WW	Sex:	F
Student?:	N	BAH Dependent?:	Y
Birth Date:	08/12/1963	Verify?:	N
Dependent Date:	01/23/1998		
Spouse Svc:		H Phone:	(123) 456-7891
W Phone:	(123) 456-7892		
Address:	1502 DEER LANE		
City:	TOPEKA	Country:	US
St:	KS	Zip/Postal:	66619
SGLI Reason:	Emergency Data Reason:		
Principal Beneficiary:	100%	Notify in an Emergency?:	Y
Payment Method:	L	Missing or Unable to Transfer Funds:	100%
Contingent Beneficiary:	0%	Unpaid Pay and Allowances:	100%
Payment Method:	L	Principal Beneficiary Death Gratuity?:	N
Contingent beneficiary Death Gratuity?:	N		
Receives More Than 50% Support?:	N		

The following is a list of fields on Screen 2 of 3* and the action to be taken on each field:

Field	Action
ID Number	This field cannot be updated via this screen. It was set by the prior screen.
Last Name	Enter the last name of the family member or person.
First Name	Enter the first name of the family member or person.
MI	Enter the middle initial of the family member or person.
Suffix	If family member or person has a suffix, enter it in this field.
Relation	Enter the proper relation code for the family member or person. Press F2 for a list of valid relation codes. Note: Use the "ST" relationship code when a member designates a beneficiary other than a named individual (such as trust, estate, or corporation) or an individual who is identified as a trustee, executor or administrator of the insured's estate.

Continued on next page

Section A
GENERAL TRANSACTIONS

Change in Dependency/Emergency Data/SGLI (CG-4170A), Continued

Change in Dependency/Emergency Data Transaction, Continued The following is a list of fields on Screen 2 of 3* and the action to be taken on each field, continued:

Field	Action
Sex	Enter 'F' for Female or 'M' for Male
BAH Family member?	<ul style="list-style-type: none">• The following rules apply:• If the person you are adding is a BAH eligible family member as outlined in the Coast Guard Pay Manual, then this field should be 'Y'.• If not a BAH eligible family member then this field should be 'N' (i.e., a person being added for Emergency Data/SGLI information only).• If you are entering a spouse, who is in the service and on active duty, then this field should be 'N'.• If spouse is in service and not on active duty then this field should be 'Y'.
Verify?	If claimed family member is of a questionable nature, then this field should be changed to 'Y' or leave at 'N' if not. Note: If answered 'Y', this form should be forwarded with a completed "Dependency Worksheet (CG-HRSIC-2020)" and all other required forms (as stated on the reverse side of the CG-HRSIC-2020) to HRSIC (LGL).
Student	If family member is a student then this field should be 'Y'. If not then field should be 'N'.
Birth Date	Enter the birth date of the family member or person. Note: This field is required if the person is a family member. This field is not required if person being added/updated is for Emergency Data/SGLI information only.
Family member Date	If a family member then enter the date member began support of the family member. If not a family member, then this field should be left blank.
Spouse Svc	If spouse is currently in any military service, enter the service the spouse is in. Press F2 for a list of valid Spouse in Service Codes. If spouse is not in service then leave this field blank.
H Phone	Enter the home phone number of the family member or person.
W Phone	Enter the work phone number of the family member or person.
Address, Country, City, St., Zip/Postal	Enter the address of where the family member or person currently resides.
Principal Beneficiary	If the family member or person is a Principal Beneficiary then enter the percentage the family member or person is designated. Note: Refer to the member's current SGLV-8286 for this information. If the information on the member's SGLV-8286 is not current then have member update his SGLI designation.

Continued on next page

Section A
GENERAL TRANSACTIONS

Change in Dependency/Emergency Data/SGLI (CG-4170A), Continued

**Change in
Dependency/
Emergency
Data
Transaction,
Continued**

The following is a list of fields on Screen 2 of 3* and the action to be taken on each field, continued:

Field	Action
Payment Method	If the family member or person is a Principal Beneficiary then enter the payment method (i.e., if lump sum enter 'L' if Equal payments enter 'E'). Note: Refer to the member's current SGLV-8286 for this information.
Contingent Beneficiary	If the family member or person is a Contingent Beneficiary then enter the percentage the family member or person is designated. Note: Refer to the member's current SGLV-8286 for this information.
Payment Method	If the family member or person is a Contingent Beneficiary then enter the payment method (i.e., if lump sum enter 'L' if Equal payments enter 'E'). Note: Refer to the member's current SGLV-8286 for this information.
Notify in Emergency?	If member wants this family member or person notified in case of emergency, enter 'Y'.
Missing or Unable to Transfer Funds	If the family member or person is designated to receive the Missing or Unable to Transfer Funds then enter the percentage the family member or person is designated.
Unpaid Pay and Allowances	If the family member or person is designated to receive the Unpaid Pay and Allowances then enter the percentage of the family member or person is designated.
Principal Beneficiary Death Gratuity?	If the person is a parent, brother, or sister and is designated to receive Principal Beneficiary Death Gratuity then change this field to 'Y'. Note: Spouse and eligible children are not authorized to be designated this.
Contingent Beneficiary Death Gratuity?	If the person is a parent, brother, or sister and is designated to receive Contingent Beneficiary Death Gratuity then change this field to 'Y'. Note: Spouse and eligible children are not authorized to be designated this.
Receives More Than 50% Support?	If claimed family member is of a questionable nature and requires approval from HRSIC (LGL), and the family member receives more than 50% support from the member then enter 'Y' for YES otherwise leave at 'N'.

Continued on next page

Change in Dependency/Emergency Data/SGLI (CG-4170A), Continued

Change in Dependency/ Emergency Data Transaction, Continued

Once you have entered the information in Screen 2 of 3* press <GO> or F1. The system will take you back to the prior screen and will show you the newly added or updated family members/persons.

BAH-Dependency-Emergency Data (screen 2 of 3*)			
000-00-0000		YNC	DOE, JOHN
Unique ID	Last Name	First Name	Relation
U0190000001	DOE	DONNA	WW

Now press NEXT-PAGE or SHIFT-F6. If you answered 'Y' to the question "Are there other life insurance companies?" on screen 1 of 3*, then BAH-Dependency-Emergency-Data (3 of 3*) will appear.

Note: If you did not answer 'Y' to the question "Are there other life insurance companies?" on screen 1 of 3*, then you have completed this transaction and if you selected another transaction to be produced off of the Change in Dependency/Emergency Data/SGLI Transactions (Screen 1 of 1) then that transaction will display next. If you did not select another transaction then you have completed this event.

BAH-Dependency-Emergency Data (3 of 3*)			
000-00-0000		YNC	DOE, JOHN
Full Name of Company	Policy Number		

Once the above screen displays, press F3. The system will take you to the next screen to enter the Life Insurance information.

BAH-Dependency-Emergency Data (3 of 3*)						
000-00-0000		YNC	DOE, JOHN			
Life Insurance Company to notify in the event of Death						
Company Name:	<u>DOE'S LIFE INSURANCE COMPANY</u>					
Address:	<u>2044 EAST LANSING ROAD</u>					
Country: <u>US</u>						
City:	<u>WATERLOO</u>	ST: <u>IA</u>	ZIP/Postal: <u>50701</u>			
Policy Number:	<u>123456789</u>					

Continued on next page

Section A
GENERAL TRANSACTIONS

Change in Dependency/Emergency Data/SGLI (CG-4170A), Continued

**Change in
Dependency/
Emergency
Data
Transaction,
Continued**

The following is a list of fields on Screen 3 of 3* and the action to be taken on each field:

Field	Action
Company Name	Enter the name of the Life Insurance Company.
Address, Country, City, ST, ZIP/Postal	Enter the complete address of the Life Insurance Company.
Policy Number	Enter the policy number of the Life Insurance on the member.

Once you have entered the information in Screen 3 of 3* press <GO> or F1. The system will take you back to the prior screen and will show you the newly added or updated Life Insurance information on the member.

BAH-Dependency-Emergency Data (3 of 3*)		
000-00-0000	YNC	DOE, JOHN
Full Name of Company		Policy Number
DOES'S LIFE INSURANCE COMPANY		123456789

If you want a printed copy of the transaction log or a printed CG-4170A on the member, press the F6 key and the following screen will appear:

SLI Print Menu	
A.	Print Screen.
B.	Print Transaction Log.
C.	Print the CG-4170 Form.
D.	Print the SGLV 8285 Form.
E.	Print the SGLV 8286 Form.

Option	Action
A	If you want to print the screen you are working on, press 'A'.
B	If you have completed the BAH/Dependency/Emergency Data transaction and want a printed copy of the Transaction Log, press 'B'.
C	If you have completed the BAH/Dependency/Emergency Data transaction and want a printed CG-4170A Form on the member, press 'C'.
D and E	These two options must not be used.

Continued on next page

Change in Dependency/Emergency Data/SGLI (CG-4170A), Continued

**Change in
Dependency/
Emergency
Data
Transaction,
Continued**

Once you have printed any of the selections above, press NEXT-PAGE or SHIFT-F6. You have now completed this transaction and if you selected another transaction to be complete off of the Change in Dependency/Emergency Data/SGLI Transactions (Screen 1 of 1) then that transaction will display next. If you did not select another transaction then you have completed this event.

**How
PMIS/JUMPS
is effected by
the Change in
Dependency/
Emergency
Data
Transaction**

The Change in Dependency/Emergency Data transaction (L64B) accomplishes the following in PMIS/JUMPS (only if you are producing the transaction to change information in PMIS/JUMPS):

- Updates information on page 4 (Family member Information) of the PMIS screens in the PMIS Data Base.
- Sets fixed data fields on segment 00 of the pay file in JUMPS if this transaction processes in the system with 00 family members.
- Closes down BAH and BAQ segments in JUMPS if this transaction processes in PMIS/JUMPS with 00 family members.

VERY IMPORTANT: Use the Change in Dependency Status Table on page 2-A-220 to determine if a CG-4170A is required to be processed in PMIS/JUMPS and when a Change in Housing transaction (P606) should be done in conjunction with the CG-4170A transaction.

**Corrections
and deletions
to the Change
in
Dependency/
Emergency
Data
Transaction**

Corrections and deletions can be made to this transaction and are completed in Transaction Review of the SDA II system.

Note: If a member marries and the member's spouse has a family member parent, a Change in Dependency/Emergency Data transaction (CG-4170A) should be completed on the member to start BAH on behalf of the spouse. This transaction should be processed in PMIS/JUMPS while determination of dependency of the parent pends at HRSIC. If dependency of the parent is approved by HRSIC (LGL) effective on the date of marriage, a correction to the original CG-4170A transaction should be submitted to show the parent as a BAH eligible family member.

Section A
GENERAL TRANSACTIONS

Change In Dependency Status Table

If....	Then CG-4170A effective date will be....	And Change In Housing transaction Effective Date/Time Will be.....
Initial entry of a member with one or more BAH eligible family members on active duty into the Coast Guard.	Date of enlistment or entry on active duty	Same date as CG-4170A See Note 1 Start/Resume COLA transaction (P607) also required. See page 2-A-148.
Initial entry of a member without BAH eligible family members on active duty into the Coast Guard.	Not applicable. CG-4170A not required	See Note 2
Initial entry of a member with one or more BAH eligible family members into the inactive Coast Guard Reserve.	Date of enlistment or entry into inactive reserve duty	See Note 3
Initial entry of a member with out BAH eligible family members into the inactive Coast Guard Reserve.	CG-4170A not required	Change in Housing transaction not required
Acquisition of an <u>initial</u> BAH eligible family member and BAH eligibility determination can be approved by the PERSRU.	Date family member is acquired	Same date as CG-4170A effective time of 0001. Start/Resume COLA transaction (P607) also required. See page 2-A-148.
When a member marries another Coast Guard member, two CG-4170A's are required. One for each member.	Both shall have an effective date of the date of marriage.	One transaction for each member with effective dates the day after CG-4170A. Effective times on each will be 0001
Acquisition of an <u>additional</u> BAH eligible family member and BAH eligibility determination can be approved by the PERSRU.	Date CG-4170A is prepared	Not required
Acquisition of a BAH eligible family member and BAH eligibility determination has been approved by HRSIC (LGL).	Date approved by HRSIC (LGL) See Note 4	If this is the member's <u>first</u> BAH eligible family member, same date as CG-4170A with an effective time of 0001. Start/Resume COLA transaction (P607) also required. See page 2-A-148.

Note 1: There will be times when a newly accessed member with BAH eligible family members **will not** report PCS to his/her permanent unit on the day of enlistment/entry on active duty. In these cases, two Change in Housing transactions will be required. The first transaction effective date will be the same date of the CG-4170A (day of enlistment). Effective time will be 0005. The second Change in Housing transaction will be done the same date the member reports PCS to his/her first unit. The effective time will be 5 minutes later than the initial PCS reporting transaction.

Note 2: The following rules apply:

- If the member reports to unit on same day as day of enlistment/entry on active duty, then the Change in Housing transaction should be effective the same date and the effective time should be 5 minutes after the Initial PCS Reporting transaction.
- If the member does not report PCS to his/her permanent unit on the day of enlistment/entry on active duty, then the Change in Housing transaction will be done the same day the member initially reports to his/her first unit. The effective time will be 5 minutes later than the initial PCS reporting transaction. If member is E-4 over 4 years service, two Change in Housing transactions will be required. The first transaction effective date will be the same day of enlistment. Effective time will be 0005. The second Change in Housing transaction will be done the same date the member reports PCS to his/her first unit. The effective time will be 5 minutes later than the initial PCS reporting transaction.

Note 3: A Change in Housing transaction is not required for inactive reserve members on the date of enlistment. If the member subsequently enters active duty for less than 140 days, the Depart/Report ADT (R990) transaction will establish the member's Housing or BAH status. If the member enters active duty for greater than 140 days, a Change in Housing transaction will be required. The effective date will be same day the member entered active duty and the effective time will be 5 minutes later than the PCS reporting transaction.

Note 4: The CG-4170A that is transmitted through PMIS/JUMPS must have the effective date the family member is approved by HRSIC (LGL). If a Change in Housing transaction is required, do not submit until approval from HRSIC (LGL) is received. The effective date must be the same as the CG-4170A.

Continued on next page

Section A
GENERAL TRANSACTIONS

**Change In Dependency Status Table,
continued**

When.....	Then CG-4170A effective date will be....	And Change In Housing transaction Effective Date/Time Will be.....	
Member gets divorced, and has no other BAH eligible family members.	Date of final divorce decree	Day after CG-4170A with effective time of 0001	
Member gets divorced and <u>has other</u> BAH eligible family members.	Date form is prepared	If member remains entitled to BAH at the with dependents rate	Then Change in Housing transaction is not required
	Date of final divorce decree	becomes entitled to BAH at a rate other than the with dependents rate (e.g. BAH Differential)	Day after CG-4170A with effective time of 0001
Death of family member and member has no other BAH eligible family members.	Date of death	Day after CG-4170A with effective time of 0001	
Family member child becomes of age (and is not incapacitated or a full time student) and member has no other BAH eligible family members.	Day prior to the child's 21 st birthday	Day after CG-4170A with effective time of 0001	
Family member child becomes of age (and is not incapacitated or a full time student) and member <u>has other</u> BAH eligible family members.	Date form is prepared	Not Required	
Full time student family member child becomes of age (and is not incapacitated) and member has no other BAH eligible family members.	Day prior to the child's 23 rd birthday	Day after CG-4170A with effective time of 0001	
Full time student family member child becomes of age (and is not incapacitated) and member <u>has other</u> BAH eligible family members.	Date form is prepared	Not Required	
Family member child marries and member has no other BAH eligible family members.	Date of child's marriage	Day after CG-4170A with effective time of 0001	
Annulment and member has no other BAH eligible family members.	Day prior to the annulment	Day after CG-4170A with effective time of 0001	
Removal of legal "ward" and member has no other BAH eligible family members.	Date of court ordered removal	Day after CG-4170A with effective time of 0001	
Family member adopted by third party and member has no other BAH eligible family members	Day prior to date of adoption	Day after CG-4170A with effective time of 0001	
Another person or family member who was "in fact" dependent on the member for support, but is no longer a dependent for BAH purposes and the member has no other BAH eligible family members.	Day prior to date dependency status ceases	Day after CG-4170A with effective time of 0001	
Spouse enters active military service and member has no other BAH eligible family members.	Day prior to the date spouse enters military service	Day after CG-4170A with effective time of 0001	
Initial entry of family member child into active military service and the member has no other BAH eligible family members.	Day prior to family member child's entry into military service	Day after CG-4170A with effective time of 0001	

Officer Uniform Allowance (L66B)

- Purpose** This transaction is used to pay regular or reserve officer's uniform allowance in accordance with Sections 3-H and 3-J of the Coast Guard Pay Manual.
- Reference**
- CG Personnel & Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 7-B
 - CG Pay Manual, COMDTINST M7220.29 Chapter 3-H and J.
- Transaction Built in SDA II** Officer Uniform Allowance
- PMIS Transaction** L66B
- Policies and Procedures** Information you need to know about this transaction:
- Review above references prior to submitting this transaction.
 - This transaction is used to pay and record officer uniform allowances not civilian clothing allowances.
 - If the member is entitled to two officer uniform allowances, two separate transactions must be prepared with different effective dates (a day apart).
 - Do not submit this transaction until the member is established as an officer in PMIS/JUMPS.
 - This transaction is used in conjunction with the Officer Uniform Allowance Claim Worksheet (HRSIC 5100) located in the Pay and Personnel Procedures Manual, Enclosure (1).
- Fast Path ID and Data Entry** Enter "mipaunif:" for Fast Path ID or press "AJAD" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press 'GO' or 'F1'. Then press 'GO' or F1 again. The following screen 1 of 1 will appear. Complete the fields.

Officer Uniform Allowance (Screen 1 of 1)		
000-00-0000	ENS	DOE, JOHN
Effective Date: <u>02/17/1998</u>	Type Entry:	
Claim Code: <u>D</u>		
Eligibility Date: <u>02/17/1998</u>		

Continued on next page

Section A
GENERAL TRANSACTIONS

Officer Uniform Allowance (L66B), Continued

**Fast Path ID
and Data
Entry,
Continued**

Field	Action
Effective Date	Enter the date the form is prepared. For reserve members ordered to active duty, use an effective date one day later than the Reporting Endorsement on Orders containing nature of duty code "R". Note 1: The effective date cannot be prior to the member obtaining officer status. Note 2: If the member is entitled to two separate officer uniform allowances, two officer uniform allowance transactions must be submitted with different effective dates (a day apart). Note 3: Do not use the 31st day of the month as the Effective Date; use the 30th of the month instead.
Type Entry	This is not updateable.
Claim Code	Enter the appropriate claim code. Use the help wheel <F2> for a list of codes. The codes are also listed on form CG HRSIC 5100 in enclosure 1 of the Pay and Personnel Procedures Manual.
Eligibility Date	Enter the date the member became entitled to the allowance.

When you have entered the information in screen 1 of 1 press GO or <F1>. You will return to the SDA II main menu. Your transaction is complete.

**PMIS/JUMPS
Effect**

This Officer Uniform Allowance transaction updates the following in PMIS/JUMPS:

- Segment 20 has no affect on the PMIS Data Base.

**Corrections
and Deletions**

Corrections and Deletions can not be made to this transaction.

Family Separation Housing/Family Separation Allowance (L6BB)

Purpose This transaction is used to start and stop payments of Family Separation Housing and/or Family Separation Allowance.

IMPORTANT: Do not submit a P607 to start FSH for unaccompanied members assigned to Alaska or Hawaii because it will improperly start BAH Type II without family members. Instead, send an email request to MAS/HRSIC outlining the information needed to start FSH. Upon receipt, HRSIC will manually start BAH without family members effective the date of arrival.

Reference

- CG Personnel & Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 7-B
- CG Pay Manual, COMDTINST M7220.29 Chapter 3-F.

Transaction Built in SDA II Family Separation Housing/Family Separation Allowance.

PMIS Transaction L6BB

Policies and Procedures Information you need to know about this transaction:

- Review above references prior to submitting this transaction.
- In determining the FSH/FSA start date, the following rules apply:

FSH (old FSA-I) starts on the date of arrival of a member at a permanent duty station outside 48 contiguous states. BAH Type II without family member is payable unless the member is assigned to Hawaii or Alaska (see below).

FSA-R starts on the constructive date of a member's departure from the old duty station. The constructive date of departure is calculated by adding the actual departure date to the number of days leave, proceed time, and compensatory absence used by the member. When a member departs the old permanent duty station and is entitled to FSA-R based upon the **new** permanent duty station, do not submit this transaction until the PCS Reporting transaction has processed in PMIS/JUMPS. Otherwise, the PCS Reporting transaction will automatically terminate the FSA entitlement.

FSA-S starts on the day of departure from home port provided the member remains in an underway status for more than 30 days.

Note: If multiple transactions will be made for FSA-S, use the "FSA Scroller for Unit" event that can be accessed by selecting "AJAK" from the main menu screen

Continued on next page

Family Separation Housing/Family Separation Allowance (L6BB), Continued

Policies and Procedures, Continued **FSA-T** starts on the constructive date of the member's departure from the permanent duty station on TEMDU or TAD, provided the member remains in that status for more than 30 days.

Note: Reservists stationed away from their drilling unit, on active duty greater than 30 days are entitled to FSA-T if their family members do not accompany them to the active duty site.

Fast Path ID and Data Entry If not creating this transaction in an event or producing multiple transactions for FSA-S, enter "mipafsa:" for Fast Path ID or press "AJAG" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press 'GO' or 'F1'. Then press 'GO' or 'F1' again. Then following screen 1 of 1 will appear. Complete the fields.

Note: To enter multiple transactions for FSA-S, select "AJAK" from the Main Menu Screen. See "FSA Scroller for Unit" on page 2-A-232 for more information.

Family Separation Housing/Family Separation Allowance (Screen 1 of 1)		
000-00-0000	BM1	DOE, JOHN
Effective Date: 01/17/1998	Termination Date: 02/28/1998	Type Entry:
With Command Sponsored Deps?: N		
Family Separation Housing?: N		
Family Separation Allowance?: T		

Field	Action
Effective Date	<div>Enter the effective date of entitlement. See the following info to help determine the effective date(s):</div> <div><div>Start. If this transaction is being submitted to start a continuing entitlement to FSH/FSA (the termination date is unknown), enter the date the members entitlement begins and leave the termination date blank.</div><div>Stop. If the transaction is being submitted to stop a continuing entitlement to FSH/FSA, use the last day of entitlement as the effective date and the termination date.</div><div>One Time Credit. If the transaction is being submitted to establish a onetime credit, enter the date entitlement begins as the effective date and enter the date entitlement ends as the termination date.</div></div>

Continued on next page

Family Separation Housing/Family Separation Allowance (L6BB), Continued

Fast Path ID
and Data
Entry,
Continued

Field	Action
Termination Date	<p>Enter the termination date or leave blank if a continuing entitlement. Use the following info to help determine the termination date(s):</p> <div><p><u>FSH (old FSA-I)</u> stops at the following times:</p><ul style="list-style-type: none">On the day the member departs from the overseas station on permanent change of station. The PCS Departing transaction will do this without the need for this transaction to be submitted.On the day prior to the member's assignment to government quarters.On the day prior to the arrival of family members at the overseas station (other than temporary social visits of 3 months or less.On the day prior to the member losing all eligible family members.<p><u>FSA-R</u> stops at the following times:</p><ul style="list-style-type: none">On the constructive date of arrival (i.e. date of arrival minus leave, compensatory absence, and proceed time) at the new permanent duty station. The PCS Reporting transaction will do this without the need for this transaction to be submitted.On the day prior to the arrival of family members at the overseas station (other than temporary social visits of 3 months or lessOn the day prior to the member losing all eligible family members.<p><u>FSA-S</u> stops at the following times:</p><ul style="list-style-type: none">On the day prior to the ship's return to home port.On the day prior to arrival of family members at the vessel's port (other than temporary social visits of 30 days or less).On the day prior to the member losing all eligible family members.On the day the member is transferred from the vessel on a permanent change of station. The PCS Departing transaction will do this without the need for this transaction to be submitted.</div>

Continued on next page

Family Separation Housing/Family Separation Allowance (L6BB), Continued

**Fast Path ID
and Data
Entry,
Continued**

Field	Action
Termination Date, Continued	FSA-T stops at the following times: <ul style="list-style-type: none">On the constructive date of the member's return from TAD (i.e. the date of arrival minus leave, or any other authorized absence). If the member returns from TAD of more than 30 days, stop FSA-T the day before member returns from TAD. Refer to Figure 3-19, CG Pay Manual.On the day prior to arrival of family members at the TAD locale (other than temporary social visits of 30 days or less).On the day prior to the member losing all eligible family members.On the constructive date of a member's arrival at a new permanent duty station. The PCS Reporting transaction will do this without the need for this transaction to be submitted.
With Command Sponsored Deps?	The member must be serving in an overseas billet. Refer to 3-F of the CG Pay Manual. Enter 'Y' (yes) if the member's tour election is with command sponsored family members, otherwise enter 'N' (no).
With Command Sponsored Deps?	The member must be serving in an overseas billet. Refer to 3-F of the CG Pay Manual. Enter 'Y' (yes) if the member's tour election is with command sponsored family members, otherwise enter 'N' (no).
Family Separation Allowance.	If the member is entitled to FSA, enter the type of FSA entitled to. (letter R, S, or T).

When you have entered the information in screen 1 of 1 above press GO or <F1>. You will return to the SDA II main menu. Your transaction is complete.

**PMIS/JUMPS
Effect**

The Family Separation Housing and/or Family Separation Allowance. transaction updates the following in PMIS/JUMPS:

- Segment 21 (Family Separation Housing, paid at a rate of BAH Type II Without for members who are not assigned to Alaska or Hawaii)

Note: Unaccompanied members entitled to FSH and assigned to Alaska or Hawaii receive BAH without family members; therefore, Segment 35 will be opened vice Segment 21.

- Segment 22 (Family Separation Allowance)
- Has no affect on the PMIS screens in the PMIS Data Base.

**Corrections
and Deletions**

Corrections and Deletions can be made to this transaction and are done in Transaction Review of the SDA II system.

Continued on next page

Section A
GENERAL TRANSACTIONS

Family Separation Housing/Family Separation Allowance (L6BB), Continued

FSA Scroller for Unit The FSA Scroller is used to process many FSA transactions at one time. It may be accessed from the main menu by selecting "AJAK". The first screen that will come up is Family Separation Allowance for Unit (Screen 1 of 5 *).

Family Separation Allowance for Unit (Screen 1 of 5 *)	
Enter 'C' to create FSA transactions for a unit.	
Enter 'A1' to automatically audit a units FSA.	
Enter 'A2' to manually audit a units FSA.	

Field	Action
Enter "C"	This option is used to enter FSA transactions.
Enter "A1"	This option is used to automatically audit FSA transactions. This is the most convenient method of auditing as it will approve all FSA transactions once the District and OPFAC number is entered.
Enter "A2"	This option is used to manually audit FSA transactions. Screen 4 of 5 will appear only when this option is selected.

If "C" is selected, screen 2 of 5 will appear.

Family Separation Allowance for Unit (Screen 2 of 5 *)			
Unit	Effective Date	Termination Date	FSA Type II
----	-----	-----	-----
01 73136	05/01/1999	05/31/1999	S

Field	Action
Unit	Enter the district and OPFAC of the unit that the FSA is for.
Effective Date	Enter the effective date.
Termination Date	Enter the termination date. (OPTIONAL)
FSA Type II	FSA Type II is set to "S"

The next screen that will come up in this transaction is screen 3 of 5* (This may take a few moments).

NOTE: For members that do not show up on the screen, complete a standalone FSA transaction. This could happen because the member was recently married or in route PCS and the HRSIC update has not been loaded yet. Likewise, if the member comes up on the screen, they are not necessarily entitled to FSA.

Family Separation Allowance for Unit (Screen 3 of 5 *)							
Accept	Dep	SSN	Name	Effective Date	Termination Date	FSA Type II	Stat
-----	---	-----	-----	-----	-----	-----	---
No	1	010-00-0003	FLINT	05/01/1999	05/31/1999	S	I

Continued on next page

Family Separation Housing/Family Separation Allowance (L6BB), Continued

FSA Scroller for Unit (Screen 3 of 5*), Continued

Updateable Fields	Action
Accept	Enter "yes" next to each member to create a FSA transaction. Insure "no" is selected for those not needing a FSA transaction. Note: If you make a mistake (enter yes for a member that may not be entitled to FSA), simply go into the standalone FSA transaction and delete the transaction for that member.
Effective Date	Enter the effective date to start FSA II for each member if different.
Termination Date	Enter the termination date to end FSA II for each member if different.

The next screen, screen 4 of 5*, will appear only when manually auditing FSA transactions (Option A2 is selected from Screen 1).

Family Separation Allowance for Unit (Screen 4 of 5 *)							
Accept	Dep	SSN	Name	Effective Date	Termination Date	FSA Type II	Stat
-----	----	-----	-----	-----	-----	-----	----
Yes	1	010-00-0003	FLINT	04/01/1999	04/01/1999	S	C

Updateable Field	Action
Accept	Enter yes to approve the transaction if correct.

The next screen that will appear is screen 5 of 5*.

Family Separation Allowance for Unit (Screen 5 of 5 *)	
Enter 'C' to print all Completed FSA transactions for this unit.	
Enter 'A' to print all Approved FSA transactions for this unit.	

Field	Action
Enter "C"	This option will print a listing of completed FSA transactions. The Yeoman entering the data/transactions should select this option.
Enter "A"	Once the auditor has approved the FSA transactions, this option can be selected to print all that were approved. The approved transactions can then be compared to the completed transaction list to insure all FSA transactions have been audited.

Tax Information-Mailing Address (L6EB)

Purpose This transaction is used to establish or change a member's current mailing address.

Reference • CG Personnel & Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 8

Transaction Built in SDA II Tax Information-Mailing Address

PMIS Transaction L6EB

Policies and Procedures Information you need to know about this transaction:

- If submitting this transaction in conjunction with a member first entering the Coast Guard, reporting to a new duty station, or separating or retiring from the Coast Guard, complete this transaction in the appropriate event.
- Complete this transaction when a regular or reserve member's mailing address changes. **It is very important for all Coast Guard members to keep their mailing address current. Monthly and/or annual mailings to Coast Guard members are sent to the member's current mailing address indicated in segment 66 of PMIS/JUMPS (i.e., IRS Form W-2).**
- Submit this transaction at least 60 days prior to non-disability retirements or departure on terminal leave in connection with non-disability retirements.
- Submit this transaction at least 45 days prior to regular separations or departure on terminal leave in connection with regular separations (i.e., RELAD or Discharge).

Fast Path ID and Data Entry If not creating this transaction in an event, enter "mipatax" for Fast Path ID or press "AJAI" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press 'GO' or "F1". The following screen will appear.

If creating this transaction in an event, this screen will not appear.

Tax Information Transactions (Screen 1 of 1)		
000-00-0000	SK2	JONES, JAMES
Stat	Options	Transactions
	<u>N</u>	Member's tax mailing address
	<u>N</u>	Members state taxes
	<u>N</u>	Member's federal taxes

Continued on next page

Section A
GENERAL TRANSACTIONS

Tax Information-Mailing Address (L6EB), Continued

Fast Path ID and Data Entry, Continued Enter 'Y' (yes) under Options beside Member's tax mailing address. Your screen should now look as follows.

If creating this transaction in an event this screen will not appear.

000-00-0000			Tax Information Transactions (Screen 1 of 1)	
			SK2	JONES, JAMES
Stat	Options	Transactions		
I	<u>Y</u>	Member's tax mailing address		
	<u>N</u>	Members state taxes		
	<u>N</u>	Member's federal taxes		

Now press <GO> or <F1>. The following screen 1 of 1 will appear. Begin completing the fields.

000-00-0000			Tax Information-Mailing Address (Screen 1 of 1)	
			SK2	JONES, JAMES
Effective Date:		<u>02/19/1998</u>	Type:	
Citizenship Code:		<u>C</u>		
Current Mailing Address				
Street:	<u>300 MAIN STREET</u>			
City:	<u>MERIDEN</u>	St:	<u>KS</u>	ZIP/Postal: <u>66619</u>

Field	Action
Effective Date	Enter the date this transaction is prepared. If the transaction is being submitted after a member has separated, use the day prior to separation as the Effective Date.
Type	This is not updateable.
Citizenship Code	Enter the member's citizenship code. Use the help wheel <F2> for a list of codes.
Current Mailing Address	Enter the Street address, City, State and Zip Code. <div><u>STREET</u>: Enter the Number and Street or Rural Route. Enter "General Delivery" if there isn't a street address or rural route. <u>CITY</u>: Enter the city or town. For foreign country addresses enter the city or town and country. For FPO and APO addresses, enter FPO or APO in this item as applicable. <u>STATE</u>: For foreign country addresses, enter alpha "OO" and <u>not</u> numerical "00". For FPO and APO addresses, use either AE, AA, or AP as applicable. See State and U. S. Possession Abbreviation Codes in enclosure (9) of the Personnel and Pay Procedures Manual. <u>ZIP/POSTAL</u>: For foreign country address, enter all zeroes.</div>

Continued on next page

Tax Information-Mailing Address (L6EB), Continued

Fast Path ID and Data Entry, Continued	When you have entered the information in screen 1 of 1 above press GO or <F1>. You will return to the SDA II main menu. Your transaction is complete.
PMIS/JUMPS Effect	<p>The Tax Information-Mailing Address transaction updates the following in PMIS/JUMPS:</p> <ul style="list-style-type: none">• Segment 66• LES (Leave and Earnings Statement) block 22• Has no effect on the PMIS screens in the PMIS Data Base.
Corrections and Deletions	Corrections and Deletions may not be made to this transaction.

State Tax Information (L6EB)

Purpose	This transaction is used to establish or change a members current state tax status and state of legal residence in PMIS/JUMPS.
Reference	<ul style="list-style-type: none">• CG Personnel & Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 8• CG Pay Manual, COMDINST M7220.29, Chapter 8
Transaction Built in SDA II	State Tax Information
PMIS Transaction	L6EB
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• It is the responsibility of the member to inform their Unit Admin and/or PERSRU of any change in state or legal residence that may effect state tax withholdings. Failure to do so may result in the member owing additional taxes and/or penalties.• If submitting this transaction in conjunction with a member first entering the Coast Guard, reporting to a new duty station, or separating or retiring from the Coast Guard, complete this transaction in the appropriate event.• Change in State Tax Information must be supported by one of the following documentation:<ul style="list-style-type: none">* Employee's Withholding Allowance Certificate (IRS Form W-4).* State of Legal Residence Certificate (DD-2058).* Certificate of Nonresident Alien.* Appropriate state tax income tax form.• Submit this transaction if/when a member:<ol style="list-style-type: none">1. Changes state of legal residence2. Changes withholding status for the state of legal residence.3. Terminates nonresident alien status.4. Is a U. S. citizen, resident alien, or a nonresident alien who is terminating such status to become a resident alien, and the member's state of legal residence is a taxing jurisdiction, and the state has a state tax withholding agreement with the Secretary of the Treasury.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter "mipatax:" for Fast Path ID or press "AJAI" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press 'GO' or 'F1'. The following screen will appear..

Continued on next page

Section A
GENERAL TRANSACTIONS

State Tax Information (L6EB), Continued

**Fast Path ID
and Data
Entry,
Continued**

Tax Information Transactions (Screen 1 of 1)		
000-00-0000		BM1 DOE, JANE
Stat	Options	Transactions
	<u>N</u>	Member's tax mailing address
	<u>N</u>	Members state taxes
	<u>N</u>	Member's federal taxes

Enter 'Y' (yes) under Options beside Member's state taxes. Your screen should now look as follows.

Tax Information Transactions (Screen 1 of 1)		
000-00-0000		BM1 DOE, JANE
Stat	Options	Transactions
	<u>N</u>	Member's tax mailing address
I	<u>Y</u>	Members state taxes
	<u>N</u>	Member's federal taxes

Now press <GO> or <F1>. The following screen 1 of 2 will appear. Begin completing the fields.

State Tax Information Screen (Screen 1 of 2)	
000-00-0000	BM1 DOE, JANE
Effective Date:	<u>02/01/1998</u> Type:
Citizenship Code: <u>C</u>	
City/Town of Legal Residence: TOPEKA	
State of Legal Residence: KS	
Enter 'E' if this is a taxing state that exempts members from paying state taxes when not residing in state: <u>No</u>	

Field	Action
Effective Date	Enter the first day of the current processing month (i.e. 02/01/2000), unless the member is accessing into the Coast Guard. If entering the Coast Guard, use date of entry as the effective date.
Type	This is not updateable.
Citizenship Code	Enter the member's citizenship code. Use the help wheel <F2> for a list of codes.
City/Town of Legal Residence	Enter the City/Town of Legal Residence. Leave blank for nonresident aliens, except when the member is terminating nonresident alien status. If the member is a resident of Guam or American Samoa and does not have a city of legal residence, enter "NA".

Continued on next page

Section A
GENERAL TRANSACTIONS

State Tax Information (L6EB), Continued

**Fast Path ID
and Data
Entry,
Continued**

Field	Action
State of Legal Residence	Enter the state of legal residence. Use the help wheel <F2> for a list of states. Or see Enclosure 9 of the Pay and Personnel Procedures manual. Leave blank for nonresident aliens, except where the member is terminating non-resident alien status.
Enter 'E' If this is a taxing state that exempts	Enter "E" (exempt) if the member is a resident of a taxing state that exempts members from paying state taxes when not residing in state. Refer to the "State Tax Listing" outlined in Chapter 8-B of the Pay and Personnel Procedures Manual.

When you have completed screen 1 of 1 above, press <GO> or <F1>. The following screen 1 of 2 will appear. Begin completing the fields.

**This screen will not appear if the member is "exempt" from
paying state taxes when residing in another state**

State Tax Information Screen (Screen 2 of 2)		
000-00-0000	BM1	DOE, JANE
Marital Status:	4	
No. State Exemptions Claimed:	03	
State Exemptions Claimed Amount:	—	
Additional Withholding:	—	

Field	Action
Marital Status	Enter the member's tax state marital status. Use the help wheel <F2> for a list of marital status codes. Leave blank for nonresident aliens.
No. State Exemptions Claimed	Enter the number of state exemptions claimed. Leave blank for nonresident aliens.
State Exemptions Claimed Amount	If applicable, enter the number of state exemptions claimed. Leave blank for nonresident aliens.
Additional Withholding	If applicable, enter the dollar amount of additional withholding (i.e., 030 = \$30). Leave blank for nonresident aliens.

When you have completed screen 1 of 2 above, press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

**PMIS/JUMPS
Effect**

The State Tax Information transaction updates the following in PMIS/JUMPS:

- Segment 66 and has no effect on the PMIS screens in the PMIS Data base.

**Corrections
and Deletions**

Corrections and Deletions may not be made to this transaction.

Section A
General Transactions

Item 14	Item 15	Item 16	Item 17	Item 18	Item 19
If city / Town of legal residence is located	State of Legal Residence is	State Marital Status	Exemptions Claimed is	Exemptions Claimed	State Exempt Status
In 1 of the 50 States including DC, PR, GU, VI, AQ.	CA, CT, ID, PA, MO, MT, NJ, NY, OR, VT	1,2,3,4, or 5 (Subject to Tax)	00-99	Blank	Blank
		Blank (Tax Exempt)	Blank	Blank	
	AZ (See Exhibit 11-AA)	1,2,3,4 or 5 Living in State	00-99	Blank	Blank
		Blank (living out of state, elects no withholding)	Blank	Blank	X
	MS	1,2,3,4 or 5	Blank	Dollar Amount	Blank
	AK, FL, IL MI, NV, NH PR, SD, TN, TX WA, WV, WY, AQ GU, VI	Blank	Blank	Blank	Blank
	AL, AR, CO DE, DC, GA, HI, IN, IA, KS, KY, LA, ME, MA, MD, MN, NC, ND, NE, NM, OH, HK, RI, CS, UT, VA, WI	1,2,3,4 OR 5	0-99	Blank	Blank
N/A	AQ, GU	Blank	Blank	Blank	Blank
Country of Legal Residence	00 (Alpha Code)	Blank	Blank	Blank	Blank
Blank	N/A	Blank	Blank	Blank	Blank

COMBINATION TABLE FOR PART III STATE TAX INFORMATION

Section A General Transactions

- Item 14 City or Town of Legal Residence. Use this if the member is a U.S. Citizen or a resident alien, and is either
(1) submitting his/her first CG-5225 to PMIS/JUMPS, or
(2) changing legal residence or state income tax withholding information.

This should be blank for nonresident aliens, except where the member is terminating nonresident alien status on this form. If the member is a residents of Guam or American Samoa and does not have a city of legal residence, enter "NA" in this item. This item is limited to 24 characters.

- Item 15 State of Legal Residence. If item 14 is completed, also complete item 15. Enter the standard two-letter state abbreviation from Enclosure 10 to the 3PM. If Code "00" is used, enter the country of legal residence in item 14. Leave this item blank if the member is a nonresident alien, except where member is terminating nonresident alien status on this form.

Note: Leave item 16 thru 19 blank if the member is a nonresident alien, if the state of legal residence is not a taxing state, or if the state is not listed in Section B of Chapter 8 of the 3PM as having an agreement with the Coast Guard to withhold state income taxes.

Leave items 16 thru 18 blank if item 19 is completed.

- Item 16 State Marital Status: DO NOT enter "M" (Married) or "S" (Single). Enter one of the following codes

CODE	CONDITION
------	-----------

- | | |
|---|---|
| 1 | Member is single or married and elects to claim the "Single" rate on the state tax form, or the state form does not request marital status and the member is single. |
| 2 | Member has indicated "Single, Head of Household" on the state tax form. |
| 3 | Member has indicated "Married and not claiming exemption for spouse" on the state tax form. |
| 4 | Member has indicated "Married: or Married and claiming exemption for spouse and self" on the state tax form, or the state form does not request marital status and the member is married. |
| 5 | Member has indicated "Married and filing joint return" on the state tax form. |

Note: When item 16 is completed, either item 17 or 18, as appropriate, must also be completed

- Item 17 Exemptions Claimed. The number of personal exemptions claimed using two digits. If the state form does not request the number of exemptions, enter "00". Leave this item blank if the state form uses a dollar amount exemption claimed; e.g., Mississippi.

- Item 18 Exemptions Claimed. The dollar amount of exemptions claimed for the state using five digits; e.g., 05000 for \$5000. Leave this item blank if the exemptions claimed are expressed in individuals rather than a dollar amount. This item is not for additional state income tax withholdings and cannot be used for such.

- Item 19 State Exempt Status. Use an "X" if the members state of legal residence is a taxing state, and has an agreement with the Coast Guard to withhold state income taxes, but exempts the member. Some states exempt a member from paying state taxes for reasons other than combat exclusion e.g. if the member is a legal resident of a state, but does not reside in that state, the member may be exempt from paying taxes. If item 19 is completed, items 14 and 15 are required.

Federal Tax Information (L6EB)

Purpose This transaction is used to establish or change a member's current federal tax status.

Reference

- CG Personnel & Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 8
- CG Pay Manual, COMDINST M7220.29, Chapter 8

Policies and Procedures Information you need to know about this transaction:

- If submitting this transaction in conjunction with a member first entering the Coast Guard, reporting to a new duty station, or separating or retiring from the Coast Guard, complete this transaction in the appropriate event.
- Submit this transaction when a member:
 1. Changes citizenship status. (Ensure supporting documentation is submitted)
 2. Files a new IRS Form W-4 (except for those prepared as part of the retirement package).
 3. Files a new IRS Form W-5 (Nonresident aliens cannot claim advance payment of earned income credit).
 4. Is a nonresident alien and changes actual marital status. (Ensure supporting documentation is submitted).

Special Reporting to IRS Under IRS regulations, if member claims more than 10 withholding allowances, or claims exemption from federal tax withholding, a copy of the member's IRS Form W-4 must be filed with the IRS. The PERSRU shall provide a copy of the member's W-4 to HRSIC, who shall forward to the IRS via cover letter. Members claiming exemption from federal withholding must file a new IRS Form W-4 each year by 15 February.

Fast Path ID If not creating this transaction in an event, enter "mipatax" for Fast Path ID or press "AJAI" from the Main Menu Screen in SDA II.

Data Entry Follow these steps to complete the transaction.

Step	Action
1	Enter the member's SSN or last name and press <F1>.
2	Enter 'Y' (yes) under Options beside Member's federal taxes
3	Press <F1>. Screen 1 of 1 will appear.
4	Complete the fields as follows.

Continued on next page

Section A
GENERAL TRANSACTIONS

Federal Tax Information (L6EB), Continued

Field	Enter
Effective Date	The first day of the current processing month (i.e., 03/01/2000), unless the member is accessing into the Coast Guard. <ul style="list-style-type: none">• If entering the Coast Guard, use date of entry as the effective date.
Type	This field cannot be updated.
Citizenship Code	The member's citizenship code. <ul style="list-style-type: none">• Use the help wheel <F2> for a list of codes.
Marital Status	Member's Marital status. <ul style="list-style-type: none">• Use the help wheel <F2> for a list of codes.
Number of Allowances Claimed	The number of allowances claimed by the member on IRS Form W-4. <ul style="list-style-type: none">• Use two digits; e.g., 02 for two allowances.• Nonresident aliens who are not residents of Canada, Mexico, or Puerto Rico cannot claim more than ONE allowance on Form W-4. <p>Note: A copy of the member's IRS Form W-4 shall be sent to HRSIC (SES) if the member claims 11 or more withholding allowances.</p>
Additional Withholding	Enter dollar amount of additional withholding (i.e., 030 = \$30). <ul style="list-style-type: none">• Nonresident aliens who are not residents of Canada, Mexico, or Puerto Rico cannot claim additional federal withholding.• If the member is not claiming additional withholding, leave blank.

Continued on next page

Section A
GENERAL TRANSACTIONS

Federal Tax Information (L6EB), Continued

**Data Entry
Continued**

Field	Action
Tax Exempt Status	If the member is a U.S. citizen, resident alien, or nonresident alien (from Canada, Mexico, Puerto Rico ONLY), is eligible to claim an exemption from Federal withholding taxes, and so indicates the exemption on IRS form W-4, enter the last two digits of the calendar year in which the member signs that form. Otherwise leave blank.
Terminate Status	If applicable, enter an "X" if the member is terminating nonresident alien status.
Earned Income Credit	Members may request an advance of the EIC by completing IRS Form W-5. If W-5 item 1 is "YES" and item 3 is blank or "NO", enter MO in this field. If W-5 item 1 is "YES" and item 3 is "YES", enter MS in this field. If W-5 item 1 is blank or "NO", leave this field blank. Note: This must be submitted after 1 January of the effective year. If a subsequent Federal Tax Information transaction is submitted for other purposes, this EIC field on the new transaction must contain MO or MS for advance EIC to continue.
Foreign Country of Legal Residence	This field is for non-resident aliens only. If the member is not a nonresident alien, your transaction is complete. If citizenship code entered is "N" enter the country of legal residence. Use the help wheel <F2> for a list of countries.
Actual Marital Status	If citizenship code entered is "N", enter actual marital status. If tax-exempt status field is filled in with a date, Marital status must be left blank.

When you have completed screen 1 of 1 above, press <F1>. You will return to the SDA II main menu. Your transaction is complete.

**PMIS/JUMPS
Effect**

The Federal Tax Information transaction updates the following in PMIS/JUMPS:

- Segment 64
- Has no effect on the PMIS screens in the PMIS Data base.

**Corrections
and Deletions**

Corrections and Deletions may not be made to this transaction.

Statement of Intent for Discharge, RELAD, Retirement (L6FB)

Purpose	This transaction enables a member to declare intentions to RELAD, retire, or separate from service.
Reference	<ul style="list-style-type: none">• CG Personnel & Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 3• CG Pay Manual, COMDINST M7220.29, Chapter 10• Joint Federal Travel Regulations (JFTR)
Transaction Built in SDA II	Statement of Intent Discharge, RELAD, Retirement
PMIS Transaction	L6FB
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• PMIS/JUMPS generates a monthly Statement of Intent Report that is forwarded to the appropriate PERSRU's for action. This report is sorted by Reporting Unit and OPFAC and lists all members whose active duty obligation (enlisted) or termination date (officer) falls in the third calendar month after the current month. A SOI report may also be generated at the PERSRU for individuals in the database from the Local Report Menu (Fastpath: locrmenu). <p>The date shown on the report under EXP OF ENL/TERM DATE is either the EXP-AD-TERM or SEP-DT-EXT as it appears on segment 00 (or page 1) of the member's JUMPS file. The date shown under DATE OF EFFECTIVE SOI ON FILE is the preparation date of the most recent SOI submitted to PMIS/JUMPS with an effective date prior to the date of the report. <u>This SOI may not be applicable to the status change that will occur on the EXP OF ENL/TERM DATE shown on the report.</u> Another SOI submission may be required depending on the member's current status.</p> <ul style="list-style-type: none">• Submit this transaction at least 45 days prior to one of the following events:<ul style="list-style-type: none">* Departure on terminal leave in connection with RELAD, expiration of enlistment or period of active duty.* Reserve on EAD being discharged to enlist on active duty.• Submit this transaction at least 60 days prior to:<ul style="list-style-type: none">* Retirement.* Departure on terminal leave in connection with retirement.

Continued on next page

Statement of Intent for Discharge, RELAD, Retirement (L6FB), Continued

Policies and Procedures, Continued

- **Do not Submit** this transaction in the following cases:
 - * A member in a nonpay status who is involuntarily retained (i.e., members in military confinement or in an appellate leave status).
 - * Immediate or priority discharges (submit SOI E-mail per section 3-B of the Pay and Personnel Procedures Manual).
 - * Temporary or permanent disability retirements (submit SOI E-mail per section 3-B of the Pay and Personnel Procedures Manual).
 - * Enlisted members being promoted to warrant officer.
 - * Warrant Officers being promoted to Lieutenant.
 - * Members in military confinement whose enlistment expires.
 - * Members on appellate leave whose enlistment expires.
 - * Members retained within 10 days of their expiration of enlistment (in these cases, notify HRSIC (SES) immediately by urgent email correspondence); and reenlistments, extensions/re-extensions of enlistment, where there is no SRB entitlement, and where the member's separation date has already been set by P154, P159, or P191 transaction submission.
- If the member's intentions, or any information on this transaction, changes following submission, resubmission with a new effective date is required. **In addition, immediately notify HRSIC (SES) by urgent email correspondence if the member's intentions change within 10 days of the impending separation/retirement date.**

Fast Path ID and Data Entry

If not creating this transaction in an event, enter "soisep" for Fast Path ID or press "ACA" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <F1>. Then press <F1> again. The following screen 1 of 4* will appear.

Discharge, RELAD, or Retirement (Screen 1 of 4*)		
000-00-0000	FT2	KIRK, JAMES
Effective Date: <u>02/23/1998</u>		
Effective Separation Date: <u>06/30/1998</u>		
Termination Type: <u>A</u> Officer or enlisted discharge		
Separation Under Honorable Conditions: <u>Y</u>		
Leave Data as of End Month Compute: 01/20/1998		
Balance: 34.0 Cumulative Sold: 37 Saved Balance: 0.0		
Days of Saved Leave to Sell: <u>0.0</u>		
Days of Regular Leave to Sell: <u>23.0</u>		
Annual Leave to be Taken Prior to Event: <u>11</u>		
Total Leave Disposed of: <u>34.0</u>		

Continued on next page

Section A
GENERAL TRANSACTIONS

Statement of Intent for Discharge, RELAD, Retirement (L6FB), Continued

**Fast Path ID
and Data
Entry,
Continued**

Field	Action
Effective Date	Enter the date this transaction is being prepared.
Effective Separation Date	Enter the member's date of RELAD, Retirement, or Discharge. This is the last day of active duty.
Termination Type	Enter the termination type code. Use the help wheel <F2> for a list of codes.
Separation Under Honorable Conditions	Enter 'Y' (yes) or 'N' (no) whether or not the member is being separated under honorable conditions.
Leave Data as of End Month Compute	This is the latest PMIS/JUMPS end of month compute that has processed in SDA II on the member. This field is not updateable by the user.
Balance	The member's current leave balance. This field is not updateable by the user.
Cumulative Sold	This field shows the total amount of leave the member has sold in his/her career. This field is not updateable by the user.
Saved Leave Balance	If the member has saved leave balance, this field will show the total amount. This field is not updateable by the user.
Days of Saved Leave to Sell	Enter the number of Saved Leave the member will sell.
Days of Regular Leave to Sell	Enter the number of Regular Leave the member will sell.
Annual Leave to be Taken Prior to Event	Enter the number of days leave the member will take/use prior to the Discharge, RELAD, or Retirement. Note: Enter last period of leave first, followed by next to last period, etc. HRSIC (SES) can only view first two entries in PMIS/JUMPS. If more than two periods are entered send E-Mail to HRSIC/SES in addition to submitting this SOI transaction.
Total Leave Disposed of	SDA II will automatically calculate the total amount of leave disposed of from the information entered above.

When you have completed screen 1 of 4* above, press <F1>. Screen 2 of 4* will appear. Begin completing the fields.

Note: If 0 (zero days) was entered in "Annual Leave to be Taken Prior to Event" field above, then screen 2 of 4* will not appear. SDA II will go directly to screen 3 of 4* instead.

Discharge, RELAD, or Retirement (Screen 2 of 4*)			
000-00-0000	FT2	KIRK, JAMES	
Annual Leave to be Taken Prior to Event: <u>11.0</u>			
Annual Leave to be Taken Prior to Separation:			
Leave Type: <u>AI</u>	Inconus	From: <u>06/20/1998</u>	To: <u>06/30/1998</u>
—		/ /	/ /
—		/ /	/ /
—		/ /	/ /
Running Total of Leave Taken: <u>11</u>			

Continued on next page

Section A
GENERAL TRANSACTIONS

Statement of Intent for Discharge, RELAD, Retirement (L6FB), Continued

Fast Path ID and Data Entry, Continued	Field	Action
	Annual Leave to be Taken Prior To Event	SDA II will automatically complete this field based on information taken from screen 1 of 4*.
	Leave Type	Enter AI (leave Inconus) or AO (leave Outconus). Or you may use the help wheel<F2> for this field.
	From	Enter the first "inclusive date" of leave. (Do this for each leave period).
	To	Enter the last "inclusive date" of leave. (Do this for each leave period).
	Running Total of Leave Taken	SDA II will automatically complete this field based on the periods of leave entered in screen 1 of 4*.

When you have completed screen 2 of 4* above, press <GO> or <F1>. Screen 3 of 4* will appear. Begin completing the fields.

Discharge, RELAD, or Retirement (Screen 3 of 4*)		
000-00-0000	FT2	KIRK, JAMES
Disability Severance Pay Grade: _____		
Severance Pay Longevity: _____		
Severance Pay Object Code: _____		
Lump Sum Readjustment Standard of Performance: _____		
Reserve Separation Pay Standard of Performance: _____		
Elect Payroll Withholding of Premium for HCIC: <u>N</u>		
Health Care Insurance Coverage Premium Amount: <u>0.00</u>		
Mileage Allowance Code: <u>1</u> To Home of Record		
Enter locations between which mileage will be computed.		
From: <u>Topeka, KS</u> To: <u>Houston, TX</u>		

Field	Action
Disability Severance Pay Grade	If applicable, enter the disability severance pay grade (E6, O2E, W3, O5, etc). If this field does not apply, leave blank.
Severance Pay Longevity	If applicable, enter the severance pay longevity in YYYYMM format. If this field does not apply, leave blank.
Severance Pay Object Code	If applicable, enter the severance pay object code. If this field does not apply, leave blank.
Lump Sum Readjustment Standard of Performance	If applicable, enter the standard of performance code. Use the help wheel <F2> for a list of codes. If this field does not apply, leave blank.
Reserve Separation Pay Standard of Performance	If applicable, enter the standard of performance code. Use the help wheel <F2> for a list of codes. If this field does not apply, leave blank.

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Section A
GENERAL TRANSACTIONS

Statement of Intent for Discharge, RELAD, Retirement (L6FB), Continued

**Fast Path ID
and Data
Entry,
Continued**

Field	Action
Elect Payroll Withholding of Premium for HCIC	If member elects separation health care insurance enter 'Y' (yes). If member declines, enter 'N' (no).
Health Care Insurance Coverage Premium Amount	If member elected HCIC , Enter the premium amount. If this field does not apply, leave blank (all zero's).
Mileage Allowance Code	Enter the mileage allowance code. Use the help wheel <F2> for a list of valid codes.
Enter locations between which mileage will be computed	See following "From" and "To" fields.
From	Enter City and State the member will be traveling/departing from. This should be the City and State of the member's last permanent duty station.
To	Enter City and State the member will be traveling to. Refer to the JFTR for specific rules on where a member can travel to upon separation (i.e., for Retirements, RELAD, Discharge).

When you have completed screen 3 of 4*, press <GO> or <F1>. Screen 4 of 4* will appear. Enter Remarks (if necessary).

Discharge, RELAD, or Retirement (Screen 4 of 4*)		
000-00-0000	FT2	KIRK, JAMES
Remarks:		

Field	Action
Remarks	Enter remarks. Any additional information that would be helpful in the computation of the member's final pay may be entered here.

When you have completed screen 4 of 4* above, press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

Continued on next page

Statement of Intent for Discharge, RELAD, Retirement (L6FB), Continued

**PMIS/JUMPS
Effect**

The Statement of Intent Discharge, RELAD, Retirement transaction updates the following in PMIS/JUMPS:

- Segment 75
- Has no effect on the PMIS screens in the PMIS Data base.

**Corrections
and Deletions**

Corrections and Deletions may not be made to this transaction. If a resubmission of this transaction cannot build a correct SOI segment 75, contact HRSIC (SES) via email correspondence.

Statement of Intent for Extension, Re-extension, Reenlistment, Retention, Recall (L6FB)

Purpose	This transaction enables a member to declare intentions to reenlist, extend/re-extend enlistment, or extend active duty period authorized (if a reserve member or recalled retiree on active duty).
Reference	<ul style="list-style-type: none">• CG Personnel & Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 3• CG Pay Manual, COMDINST M7220.29, Chapter 10• Joint Federal Travel Regulations (JFTR)
Transaction Built in SDA II	Statement of Intent Extension, Re-extension, Reenlistment, Recall
PMIS Transaction	L6FB
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• PMIS/JUMPS generates a monthly Statement of Intent Report that is forwarded to the appropriate PERSRU's for action. This report is sorted by Reporting Unit and OPFAC and lists all members whose active duty obligation (enlisted) or termination date (officer) falls in the third calendar month after the current month. A SOI report may also be generated at the PERSRU for individuals in the database from the Local Report Menu (Fastpath: locrmenu). <p>The date shown on the report under EXP OF ENL/TERM DATE is either the EXP-AD-TERM or SEP-DT-EXT as it appears on segment 00 (or page 1) of the member's JUMPS file. The date shown under DATE OF EFFECTIVE SOI ON FILE is the preparation date of the most recent SOI submitted to PMIS/JUMPS with an effective date prior to the date of the report. <u>This SOI may not be applicable to the status change that will occur on the EXP OF ENL/TERM DATE shown on the report.</u> Another SOI submission may be required depending on the member's current status.</p> <ul style="list-style-type: none">• Submit this transaction at least 45 days prior to one of the following events:<ul style="list-style-type: none">* Reenlistment; entry into a voluntary extension/re-extension of enlistment involving payment of and SRB (Servicemember's Reenlistment Bonus).* Entry into a voluntary extension/re-extension of enlistment, or extension of reserve/retiree active duty period, which involves no SRB, only if transactions (P154, P159, or P191) have not been submitted and processed in PMIS/JUMPS to adjust the member's EXP-AD-TERM-DT.* Retention beyond normal expiration of enlistment where the member is entitled to continued pay and allowances (i.e. members in HAOS status, members retained due to failure to pass separation physical, etc.)* An officer who's expected active duty termination date (EXP-AD-TERM) has been adjusted by CGPC (opm).

Continued on next page

Statement of Intent for Extension, Re-extension, Reenlistment, Retention, Recall (L6FB), Continued

Policies and Procedures, Continued

• **Do not Submit this transaction in the following cases:**

- * A member in a nonpay status who is involuntarily retained (i.e. members in military confinement or in an appellate leave status.
- * Enlisted members being promoted to warrant officer.
- * Warrant Officers being promoted to Lieutenant.
- * Members in military confinement whose enlistment expires.
- * Members on appellate leave whose enlistment expires.
- * Members retained within 10 days of their expiration of enlistment (in these cases, notify HRSIC (SES) immediately by urgent email correspondence); and reenlistments, extensions/re-extensions of enlistment, where there is no SRB entitlement, and where the member's separation date has already been set by P154, P159, or P191 transaction submission.

Note: This includes members whose separation date was set by a P154 or P159 and have decided to cancel the extension/reextension and reenlist for a greater period of time.

If the member's intentions or any information on this transaction changes following submission, resubmission with a new effective date is required. In addition, immediately notify HRSIC (SES) by urgent email correspondence if the member's intentions change within 10 days of the impending separation/retirement date.

Fast Path ID and Data Entry

If not creating this transaction in an event, enter "soiext:" for Fast Path ID or press "ACB" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press 'GO' or 'F1'. Then press 'GO' or 'F1' again. The following screen 1 of 4* will appear..

Extension/Reext/Reenlistment/Retention/Recall Information (Screen 1 of 4*)			
000-00-0000	YN3	DOE, ASHLEY	
Effective Date: <u>02/22/1998</u>			
Effective Separation Date: <u>05/31/1998</u>			
Reason Code: <u>B</u> Regular enlisted member intends to reenlist			
Leave Data as of End Month Compute: 01/20/1998			
Balance: 25.0		Cumulative Sold: 0.0	Saved Balance: 0.0
Days of Saved Leave to Sell: <u>0.0</u>			
Days of Regular Leave to Sell: <u>0.0</u>			
Annual Leave to be Taken Prior to Event: <u>10</u>			
Total Leave Disposed of: <u>10.0</u>			
Days of Saved Leave to Carry Forward: <u>0.0</u>			
Days of Regular Leave to Carry Forward: <u>15.0</u>			

Continued on next page

Section A
GENERAL TRANSACTIONS

Statement of Intent For Extension, Re-extension, Reenlistment, Retention, Recall (L6FB), Continued

**Fast Path ID
And Data
Entry,
Continued**

Field	Action
Effective Date	Enter the date this transaction is being prepared.
Effective Separation Date	Enter the date of expiration of the member's current active duty period (i.e., day prior to reenlistment, extension/re-extension, or retention takes effect.
Reason Code	Enter the reason code. Use the help wheel <F2> for a list of codes.
Leave Data as of End Month Compute	This is the latest PMIS/JUMPS end of month compute that has processed in SDA II on the member. This field is not updateable by the user.
Balance	The member's current leave balance will appear here. This field is not updateable by the user.
Cumulative Sold	This field shows the total amount of leave the member has sold in his/her career. This field is not updateable by the user.
Saved Leave Balance	If the member has saved leave balance, this field will show the total amount. This field is not updateable by the user.
Days of Saved Leave to Sell	Enter the number of Saved Leave the member will sell.
Days of Regular Leave to Sell	Enter the number of Regular Leave the member will sell.
Annual Leave to be Taken Prior to Event	Enter the number of days leave the member will take/use prior to the Reenlistment/Extension.
Total Leave Disposed of	SDA II will automatically calculate the Total amount of leave disposed of from the days entered above.
Days of Saved Leave to Carry Forward	Enter the number of Saved Leave days the member will be carrying forward into new enlistment/extension, etc.
Days of Regular Leave To Carry Forward	Enter the number of Regular Leave days the member will carry forward into new enlistment/extension, etc.

When you have completed screen 1 of 4* above, press <GO> or <F1>.
Screen 2 of 4* will appear . Begin completing the fields.

Note: If 0 (zero days) was entered in "Annual Leave to be Taken Prior to Event" field above, screen 2 of 4* will not appear. SDA II will go directly to screen 3 of 4* instead.

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Section A
GENERAL TRANSACTIONS

Statement of Intent For Extension, Re-extension, Reenlistment, Retention, Recall (L6FB), Continued

Fast Path ID and Data Entry, Continued Enter the period(s) of leave the member will be using/taking prior to the reenlistment, extension effective date.

Extension/Reext/Reenlistment/Retention/Recall Information (Screen 2 of 4*)			
000-00-0000		YN3	DOE, ASHLEY
Annual Leave to be Taken Prior to Event: <u>10.0</u>			
Annual Leave to be Taken Prior to Separation.			
Leave Type: <u>AI</u> Inconus		From: <u>05/22/1998</u>	To: <u>05/31/1998</u>
—		/ /	/ /
—		/ /	/ /
—		/ /	/ /
—		/ /	/ /
—		/ /	/ /
Running Total of Leave Taken: <u>10</u>			

Field	Action
Annual Leave to be Taken Prior To Event	SDA II will automatically complete this field based on information taken from screen 1 of 4*.
Leave Type	Enter AI (leave Inconus) or AO (leave Outconus). Or you may use the help wheel<F2> for this field.
From	Enter the first “inclusive date” of leave. (Do this for each leave period).
To	Enter the last “inclusive date” of leave. (Do this for each leave period).
Running Total of Leave Taken	SDA II will automatically complete this field based on the periods of leave entered in screen 2 of 4*.

When you have completed screen 2 of 4* above, press <GO> or <F1>. Screen 3 of 4* will appear. Begin completing the fields.

Extension/Reext/Reenlistment/Retention/Recall Information (Screen 3 of 4*)			
000-00-0000		YN3	DOE, ASHLEY
Effective Extension/Reenlistment Date: <u>06/01/1998</u>			
Years and Months of Extension/Reenlistment: <u>0400</u>			
Is Member Entitled to Reenlistment Bonus: <u>N</u>			

Field	Action
Effective Extension/ Reenlistment Date	SDA II will automatically complete this field based on the date entered in “Effective Separation Date.” This should be one day later than the “Effective Separation Date.”
Years and Months of Extension/Reenlistment	Enter years and months of extension/reenlistment in YYMM format (4 years would be 0400).
Is Member Entitled to Reenlistment Bonus	Enter ‘Y’ (yes) if the member is entitled to a SRB (Servicemember’s Reenlistment Bonus).

Continued on next page

Extension/Reext/Reenlistment/Retention/Recall Information (Screen 4 of 4*)		
000-00-0000	YN3	DOE, ASHLEY
Remarks:		

When you have completed screen 4 of 4* above, press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

- Segment 75
- Has no effect on the PMIS screens in the PMIS Data base.

Transaction Preparation

Payment Option Election (L6GB)

Purpose	This transaction is used to record in PMIS/JUMPS the pay delivery method elected by the member.
Reference	<ul style="list-style-type: none">CG Personnel & Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 6 and Enclosure (1), CG HRSIC Form 2015
Transaction Built in SDA II	Payment Option Election
PMIS Transaction	L6GB
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">A new Payment Option Election must be completed whenever a member's payment option or direct deposit information (i.e., bank or account information) changes.For a reserve member's a new Payment Option election must be submitted whenever the reserve member is accessed into the Coast Guard, is released from active duty, or changes mailing address.Option 1. Mail Check to Unit Address. Effective 1 May 1998, all new active and reserve salary payments must be made by EFT. Waivers of this policy will only be granted as stated below. Option 1 may only be used by HRSIC (MAS).Option 2. Accrue Net Pay at HRSIC. A member may elect to have his/her net pay held at HRSIC during PCS or extended leave/TAD periods. No payment will be issued during the period this option is in effect. Upon submission and successful processing of a new Payment Option Election, all accrued back pay and allowances will be included in the next regular payment. Option 2 is not available to reserve members except in the process of changing EFT accounts or while on Initial Active Duty for Training (IADT). Once IADT ends, a new POE must be submitted. <u>This option will automatically be selected for accessions where no POE election transaction is transmitted via PMIS/JUMPS.</u>

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Payment Option Election (L6GB), Continued

**Policies and
Procedures,
Continued**

- **Option 3. Mail Check to Non-Work Address.** Effective 1 May 1998, all new active and reserve salary payments must be made by EFT. Waivers of this policy will only be granted as stated below. Option 3 may only be used by HRSIC (MAS).
- **Option 4. Direct Deposit.** This option allows the member's net pay to be deposited into a designated checking or savings account each payday via electronic fund transfer (EFT).

Waivers: Effective 1 May 98, all new active duty and reserve salary payments must be made by EFT. The Treasury has established four waiver standards:

- Hardship (members may request non-EFT payments while in a PCS transfer status.
- Impossibility (overseas assignment/remote geographic location w/out access to the financial institution)
- Cost –benefit (final separation payment)
- Law Enforcement/National Security (endangerment of safety of agent or person)

Members requesting a waiver based on one of the four authorized standards must certify their request in writing to HRSIC (MAS) for active duty and reserve salary payments.

**Fast Path
ID and
Data Entry**

If not creating this transaction in an event, enter "mipapoe" for Fast Path ID or press "AJAC" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press 'GO' or 'F1'. Then press 'GO' or 'F1' again. The following screen 1 of 2* will appear.

000-00-0000	Payment Option (Screen 1 of 2*)
	LT DOE, JOHN
	Effective Date: <u>03/01/1998</u>
	1. Mail Check to Unit Address
	2. Accrue Net Pay At HRSIC
	3. Mail Check to Non-Work Address
	4. Direct Deposit
	Enter Payment Option: <u>4</u>

Continued on next page

Section A
GENERAL TRANSACTIONS

Payment Option Election (L6GB), Continued

Fast Path ID and Data Entry, (Cont'd) If not creating this transaction in an event, enter “mipapoe” for Fast Path ID or press “AJAC from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press ‘GO’ or ‘F1’. Then press ‘GO’ or ‘F1’ again. The following screen 1 of 2* will appear.

Field	Action
Effective Date	Enter the first day of the pay period (i.e., 1 st or 16 th of the month) when the member wishes the payment option to be effective. This will be determined by PMIS/JUMPS payroll cutoffs. For example, If you are submitting this transaction on 10 April 1998, the earliest effective date that can be used is 16 April 1998. The change will be effective with the 1 May 1998 payday. For accessions, the effective date must be on or after the date of accession and either the 1 st or 16 th of the month. Exception: TRACEN Cape May (Recruit PERSRU), NOAA PERSRU, and CG Academy (Cadet PERSRU) may use the accession date if necessary to ensure timely submission to effect EFT without regard to payroll cutoffs.
Enter Payment Option	Enter the payment option the member has selected (Options 1, and 3 are for HRSIC only). <u>If option 1 or 2 is entered, you will return to the SDA II main menu. Your transaction is complete. However, If options 3 or 4 are entered, screen 2 of 2 will appear. You must complete the fields. See next page.</u>

Note: If Option 3 or 4 was selected, one of the following screens 2 of 2 will appear. Complete the fields.

Example 1 Option 3-Mail Check to NonWork Address (Screen 2 of 2)

Mail Check to Non-Work Address (Screen 2 of 2)			
Address: <u>340 W. Randolph Street</u>			
City: <u>Topeka, KS</u>	Country: <u>US</u>		
St: <u>KS</u>	ZIP/Postal: <u>66628</u>		

Field	Action
Address	Enter the number and street. Use ‘General Delivery’ if there isn’t a street, avenue, or RFD address.
Country	Enter the country code. Use the help wheel <F2> for a list of codes.
City	Enter the City.
State	Enter the State code. Use the help wheel <F2> for a list of codes.
Zip/Postal	Enter the zip code.

When you have completed screen 2 of 2 above for option 3, press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

Continued on next page

Payment Option Election (L6GB), Continued

Fast Path ID and Data Entry, Continued

Example 2 Option 4-Direct Deposit (Screen 2 of 2)

Direct Deposit (Screen 2 of 2)	
Account Type:	<u>C</u>
Account Number:	<u>123456</u>
Routing Number:	<u>98765432</u> Check Digit: <u>2</u>

Field	Action
Account Type	Enter 'C' for checking or 'S' for savings.
Account Number	Enter the member's account number.
Routing Number	Enter the financial institution's eight digit routing number. The routing number can be verified by using the I1 Menu Option in AMDAHL.
Check Digit	Enter the one digit check digit. The check digit can be verified by using the I1 Menu Option in PMIS/JUMPS Online Inquiry.

When you have completed screen 2 of 2 above for option 4, press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect The Payment Option Election transaction updates the following in PMIS/JUMPS:

- Segment 71
- Has no effect on the PMIS screens in the PMIS Data base.

Corrections and Deletions Corrections and Deletions may not be made to this transaction. Once submitted, this transaction cannot be corrected or deleted. To correct an error, a new POE transaction with an effective date later than the effective date of the original POE must be submitted.

ASVAB Scores (L6JB)

Purpose This transaction is only used by TRACEN Cape May to enter ASVAB (Armed Services Vocational Aptitude Battery) test scores.

Reference • TRACEN Cape May procedures.

Transaction Built in SDA II Basic Test Battery (ASVAB)

PMIS Transaction L6JB

Policies and Procedures Information you need to know about this transaction:

- **Only Training Center Cape May can submit this transaction.**

Fast Path ID and Data Entry Enter “asvab” for Fast Path ID or press “BBA” from the Main Menu Screen in SDA II. The following screen 1 of 3* will appear. Complete the fields.

ASVAB Test Scores (Screen 1 of 3*) Effective Date: 02/24/1998 Reporting Unit's Dist: 77 OPFAC: 66104 Unit Name: CG TRACEN Cape May Recruit Company: <u>Bravo</u>
--

Field	Action
Effective Date	Enter the effective date of transaction.
Reporting Unit's Dist	SDA II will automatically complete this field.
OPFAC	SDA II will automatically complete this field.
Unit Name	SDA II will automatically complete this field.
Recruit Company Name	Enter the Recruit Company name.

When you have completed screen 1 of 3 above, press <GO> or <F1>. The following screen 2 of 3 will appear (next page).

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Section A
GENERAL TRANSACTIONS

ASVAB Scores (L6JB), Continued

**Fast Path ID
and Data
Entry,
Continued**

When Screen 2 of 3 (below) appears, press F3 to insert.

ASVAB Test Scores (Screen 2 of 3)														
Effective Date: 02/24/1998							Recruit Company: Bravo							
Batch Status: New														
SSN	Last Name	Test Date	Ver- sion	GS	AR	WK	PC	NO	CS	AS	MK	MC	EI	VE

**After pressing F3, SDA II will prompt you to enter the member's
SSN and Test Date. Enter this information and press 'GO' or 'F1'**

ASVAB Test Scores (Screen 2 of 3)														
Effective Date: 02/24/1998							Recruit Company: Bravo							
Batch Status: New														
SSN	Last Name	Test Date	Ver- sion	GS	AR	WK	PC	NO	CS	AS	MK	MC	EI	VE
<u>000-00-0000</u>	BURN	<u>02/24/98</u>												

**After pressing 'GO', SDA II will prompt you to begin entering the "Version"
and individual test scores. Enter this information and press 'GO' or 'F1'.**

ASVAB Test Scores (Screen 2 of 3)														
Effective Date: 02/24/1998							Recruit Company: Bravo							
Batch Status: New														
SSN	Last Name	Test Date	Ver- sion	GS	AR	WK	PC	NO	CS	AS	MK	MC	EI	VE
<u>000-00-0000</u>	BURN	<u>02/24/98</u>	<u>10K</u>	<u>57</u>	<u>63</u>	<u>60</u>	<u>49</u>	<u>61</u>	<u>66</u>	<u>68</u>	<u>66</u>	<u>58</u>	<u>49</u>	<u>54</u>

Continued on next page

Section A
GENERAL TRANSACTIONS

ASVAB Scores (L6JB), Continued

**Fast Path ID
and Data
Entry,
Continued**

Field	Action
Version	Enter the three-digit version of the ASVAB test completed by the member. First two digits must be numeric. Last digit must be alpha.
GS	Enter the General Science test score.
AR	Enter the Arithmetic Reasoning test score.
WK	Enter the Word Knowledge test score.
PC	Enter the Paragraph Comprehension test score.
NO	Enter the Numerical Operations test score.
CS	Enter the Coding Speed test score.
AS	Enter the Auto and Shop test score.
MK	Enter the Mathematics Knowledge.
MC	Enter the Mechanical Comprehension test score.
EI	Enter the Electronic Information test score.
VE	Enter the Verbal Ability test score.

When you have completed entering this information in screen 2 of 3 above press <GO> or <F1>. If you want to enter ASVAB test scores on another member, press F3 to insert and begin entering information on the new member as described above. Repeat for each additional member. If are not entering ASVAB information on additional members, press Shift F6 or 'next page'. You will return to the SDA II main menu. Your transaction is complete.

***Note 1: User's with Review and approval authority will see screen 3 of 3 after completing screen 2 of 3 above and pressing shifts F6 or 'next page'. Complete the fields.**

ASVAB Test Scores (Screen 3 of 3*)	
Do you want to change the status of records on screen 2?: <u>Y</u>	
Event Status Code:	<u>Approved</u>
Form Date:	<u>02/24/1998</u>
Responsible Officer:	<u>I. M. SAILING</u>
Signature Authority:	<u>I. M. SAILING</u>

Field	Action
Do you want to change the status of records on screen 2?	If you <u>will not be approving</u> the member(s) ASVAB Score transaction(s) enter "N" (no) and Press 'GO' or 'F1'. You will return to the SDA II main menu. Your transaction will be complete. However, If you <u>will be approving</u> the member(s) ASVAB Score transaction(s) enter "Y" (yes) and complete the remaining fields on screen 3 of 3.
Event Status Code	Enter Approved.
Form Date	Enter date of transaction.
Responsible Officer	Enter the name of the Responsible (Review and Approval) Officer.
Signature Authority	Enter the name of the (Review and Approval) Signature Authority.

Continued on next page

ASVAB Scores (L6JB), Continued

**Fast Path ID
and Data
Entry,
Continued**

When you have completed screen 3 of 3, press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

**PMIS/JUMPS
Effect**

The ASVAB Scores transaction updates the following in PMIS/JUMPS:

- Page 11 (Enlisted Test Information) of the PMIS screens in the PMIS data Base.
- Has no effect on the segments.

**Corrections
and Deletions**

Corrections and Deletions may not be made to this transaction.

Clothing And Small Stores Checkage (L6KB)

Purpose This transaction is only used by TRACEN Cape May, TRACEN Petaluma and RESTRACEN Yorktown to deduct clothing and small stores purchases from a member's pay account.

Reference • TRACEN Cape May, TRACEN Petaluma and RESTRACEN Yorktown procedures.

Transaction Built in SDA II Clothing And Small Stores Checkage

PMIS Transaction L6KB

Policies and Procedures Information you need to know about this transaction:

- Checkages on this transaction will be processed as a lump sum pay deduction.

Fast Path ID and Data Entry Enter "pactstor" for Fast Path ID or press "AJF" from the Main Menu Screen in SDA II. The following screen 1 of 3* will appear. Complete the fields.

Clothing and Small Stores Checkage (Screen 1 of 3*)
Effective Date: <u>02/25/1998</u> Effective Time: <u>0001</u>

Field	Action
Effective Date	Enter the effective date of transaction (date prepared).
Effective Time	Enter the effective time. Only one checkage will be accepted for a member on a given date and time. If two separate checkages are made on the same day, one checkage must have an effective time of 5 minutes later than the other.

When you have completed screen 1 of 3* above, press <GO> or <F1>. The following screen 2 of 3* will appear (next page).

Continued on next page

Section A
GENERAL TRANSACTIONS

Clothing and Small Stores Checkage (L6KB), Continued

Fast Path ID and Data Entry, Continued When Screen 2 of 3* (below) appears, press F3 to insert.

Clothing and Small Stores Checkage (Screen 2 of 3*)			
SSN	Member Name	Amount	Status

Step	Action
1	After pressing F3, SDA II will prompt you to enter the member's SSN . Enter the SSN and press 'TAB'. If the member is in the data base SDA II will automatically fill in the "Member Name" field. If the member is not in the data base you must enter the members Last Name and First Initial and press 'GO' or 'F1'.

Clothing and Small Stores Checkage (Screen 2 of 3*)			
SSN	Member Name	Amount	Status
<u>000-00-0000</u>	FRANK BURNS		

Step	Action
2	Upon completing step 1 above enter the amount and press 'GO' or 'F1'.

Clothing and Small Stores Checkage (Screen 2 of 3*)			
SSN	Member Name	Amount	Status
<u>000-00-0000</u>	FRANK BURNS	<u>0040.00</u>	C

When you have completed entering this information in screen 2 of 3* above press <GO> or <F1>. If you want to enter ASVAB test scores on another member, press F3 to insert and begin entering information on the new member as described above. Repeat for each additional member. If you will not be entering ASVAB information on additional members, press Shift F6 or 'next page'. You will return to the SDA II main menu. Your transaction is complete.

***Note 1: User's with Review and approval authority will see screen 3 of 3 when shift F6 or "next page" is pressed. Complete screen 3 of 3.**

Continued on next page

Clothing and Small Stores Checkage (L6KB), Continued

**Fast Path ID
and Data Entry,
Continued**

Clothing and Small Stores Checkage (Screen 3 of 3)
Are the records on Screen 2 ready to be transmitted?: Y

Field	Action
Are the records on Screen 2 ready to be transmitted?	If you <u>will be approving</u> the transaction(s) on page 2 of 3* enter "Y" (yes). If you will not be approving the transaction(s) on page 2 of 3* leave at "N" (no).

When you have completed screen 3 of 3, press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

**PMIS/JUMPS
Effect**

The Clothing and Small Stores Checkage transaction updates the following in PMIS/JUMPS:

- Segment 38
- Has no effect on the PMIS screens in the PMIS data base.

**Corrections
and Deletions**

Corrections and Deletions may be made to this transaction and are done in Transaction Review of the SDA II system.

Note: A correction or deletion will only process if it matches and indebtedness segment 38 that has a "blank" in the Compute flag. If the segment 38 has a "4" in the Compute flag, refunds must be processed using the Miscellaneous Credit to Member's Account (H604) transaction.

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Start, Stop, Change Allotments or Bonds (L6DB)

The Start, Stop, Change, Allotments or Bonds (L6DB) transaction is in Chapter 20, Allotments.

Certificate of Release or Discharge from Active Duty (DD-214)

Purpose	This transaction is a typing aid enabling the user to record period(s) of service on an SDA II generated DD Form 214.
Reference	<ul style="list-style-type: none">• Certificate of Release or Discharge From Active Duty, DD Form 214, COMDTINST M1900.4D
Transaction Built in SDA II	Release or Discharge From Active Duty
PMIS Transaction	None
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• This transaction does not get transmitted to HRSIC, even though it is moved to Transaction Review as “Transmitted”, during the Data Transmission event, if previously marked “Approved”.• Users may make changes to this transaction, from Transaction Review, by highlighting the transaction and pressing <GO> or F1. Keep in mind that a member, along with all Transaction History, is automatically deleted from the local database sixty days from separation or transfer.• If you need to complete a DD-214 on a member that has been deleted from your database, you may either do an Accession (make sure this event is deleted upon completion of DD-214) to reflect the member in SDA II, or prepare the DD-214 on a typewriter. COMDT may also prepare the DD-214, upon request.
Fast Path ID and Data Entry	<p>If not creating this transaction in an event, Enter “DD214” for Fast Path ID or press “AEH” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. Then press <GO> or F1 again.</p>

The following screen will appear if not doing it in an event.

Cert. of Discharge/Release from Active Duty Transaction (Screen 1 of 1)		
060-00-0005	SA	DALLAS, STEVE
Stat	Option	Transaction
I	<u>Required</u>	Certificate of Discharge or Release from Active Duty (DD214)

Press <GO> or F1 to insert information (if not doing this in an event.

Continued on next page

Section A
GENERAL TRANSACTIONS

Certificate of Release or Discharge from Active Duty (DD-214), Continued

**Fast Path ID
and Data Entry,
Continued**

The following screen will appear. Begin completing the fields.

Release or Discharge from Active Duty (Screen 1 of 9)		
060-00-0005	SA	DALLAS, STEVE
Member's Name: <u>DALLAS, STEVEN JAMES</u>		
Rank: <u>SA</u>		
Grade: <u>E-2</u>		
Reserve Obligation Term Date: _____		
Place of Entry into Active Duty: <u>TOPEKA, KS</u>		
Home of Record at time of Entry		
Address: _____		
Country: <u>US</u>		
City: <u>BLOOM COUNTY</u>	State: <u>IA</u>	Zip: <u>08070</u>

Field	Action
Member's Name	Last Name and First Name will pre-fill, you must enter Middle Name (if applicable or "NMN") and suffix.
Rank	Enter abbreviation for grade or rate at which separated.
Grade	Enter pay grade at which separated.
Reserve Obligation Termination Date	Enter as applicable. If left blank, "NA" will automatically be printed on the Form.
Place of Entry into Active Duty	Enter location applicable to member's service status.
Home of Record at time of Entry	Enter complete address (if known) otherwise, just enter Country, City, State and Zip.

When you have completed Screen 1 press <GO> or <F1>.

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Section A
GENERAL TRANSACTIONS

Certificate of Release or Discharge From Active Duty (DD-214), Continued

Fast Path ID and Data Entry, Continued The following screen will appear. Begin completing the fields.

Release or Discharge from Active Duty (Screen 2 of 9)		
060-00-0005	SA	DALLAS, STEVE
Last Duty Assignment: <u>CG HRSIC</u>		
Station Separated: <u>CG HRSIC, TOPEKA, KS</u>		
Command Transferred: <u>NA</u>		
SGLI Amount: <u>\$200,000.00</u>		
Additional Specialty Codes: _____		

Member received dental exam/treatment within 90 days of sep? <u>N</u>		

Field	Action
Last Duty Assignment	Enter last permanent duty assignment.
Station Separated	Enter station name and geographical location.
Command Transferred	Enter either location or "NA", as applicable.
SGLI Amount	Amount is pre-filled based on information in local database. Overwrite as needed
Additional Specialty Codes	Enter specialty or experience indicator for Officers. Leave blank for Enlisted personnel, "NA" and "X's" will automatically print on Form.
Member received dental....	Enter "Y" or "N" as appropriate.

When you have completed Screen 2 press <GO> or F1.

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Section A
GENERAL TRANSACTIONS

Certificate of Release or Discharge From Active Duty (DD-214), Continued

**Fast Path ID
and Data Entry,
Continued**

The following screen will appear. Begin completing the fields.

Release or Discharge from Active Duty (Screen 3 of 9)		
060-00-0005	SA	DALLAS, STEVE
Date Entered Active Duty This Period: <u>01/25/1994</u>		
Separation Date This Period: <u>01/24/1998</u>		
Net Active Service This Period: <u>040000</u>		
Total Prior Active Service: <u>000000</u>		
Total Prior Inactive Service: <u>000000</u>		
Foreign Service: <u>000000</u>		
Sea Service: <u>000000</u>		
Effective date of Pay Grade: <u>04/01/1994</u>		
Member contributed to VEAP?: <u>N</u>		
High School Graduate or Equivalent?: <u>Y</u>		
Days Accrued Leave Paid: <u>0.0</u>		

Field	Action
Date Entered Active Duty This Period	Enter date of entry on active duty.
Separation Date This Period	Enter applicable separation date.
Net Active Service This Period	The system will automatically calculate total service based on beginning and ending dates above. After completing this screen, and pressing <GO> or F1, the user will be able to modify the total service as needed.
Total Prior Active Service	Enter years, months, and days of prior active service completed before "Date Entered Active Duty This Period." If none, enter all zeros.
Total Prior Inactive Service	Enter years, months, and days of prior inactive service completed before "Date Entered Active Duty This Period." If none, enter all zeros.
Foreign Service	Enter years, months, and days foreign service completed between beginning and ending dates above. If none, enter all zeros.
Sea Service	Enter years, months, and days sea service completed between beginning and ending dates above. If none, enter all zeros.
Effective date of Pay Grade	Date is pre-filled based on information in the local database. User may modify this date as needed.

Continued on next page

Certificate of Release or Discharge From Active Duty (DD-214), Continued

**Fast Path ID
and Data Entry,
Continued**

Information on Screen 3 of 9, continued:

Field	Action
Member contributed to VEAP	Enter "Y" or "N" as applicable.
High School Graduate or Equivalent	Enter "Y" or "N" as applicable.
Days Accrued Leave Paid	Enter number of days lump sum leave paid. If none, enter 0.0, "None" will appear on the printed Form.

When you have completed Screen 3 press <GO> or F1. Users will then have the option to adjust the "Net Active Service This Period." If no adjustment is needed, press <GO> or F1.

The following screen will appear. Begin completing the fields.

Release or Discharge from Active Duty (Screen 4 of 9)		
060-00-0005	SA	DALLAS, STEVE
<u>Medal/Award</u>		<u>Award Date</u>
CG Marksman Rifle		11/12/1994
National Defense Service Medal		11/12/1994

Medals Remarks:

Field	Action
Medals Remarks	All awards in local database are displayed on this screen. Users must press <GO> or F1 to proceed from the awards display in order to enter awards for printing in Block 13 of the Form. Users may scroll through the list of awards. If member has other awards that can be verified but are not listed in the award display, users may enter those awards in the "Medals Remarks" screen. Users must enter "X's" in all unused space.

When you have completed Screen 4 press <GO> or F1.

Continued on next page

Certificate of Release or Discharge From Active Duty (DD-214), Continued

**Fast Path ID
and Data Entry,
Continued**

The following screen will appear. Begin completing the fields.

Release or Discharge from Active Duty (Screen 5 of 9)		
060-00-0005	SA	DALLAS, STEVE
School	Course	Completed
400469	CR/HRA SEXUAL HARRASSMENT PREV	11/12/1994
400470	CR/HRA ORIENTATION	11/11/1994

Training Remarks:

Field	Action
Training Remarks	All courses completed, and reflected in the local database, are displayed on this screen. Users must press <GO> or F1 to proceed from the training display in order to enter courses for printing in Block 14 of the Form. Users may scroll through the list of courses. If member has other courses that can be verified but are not listed in the training display, users may enter those courses in the "Training Remarks" screen. Users must enter "X's" in all unused space.

When you have completed Screen 5 press <GO> or F1.

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Section A
GENERAL TRANSACTIONS

Certificate of Release or Discharge From Active Duty (DD-214), Continued

**Fast Path ID
and Data Entry,
Continued**

The following screen will appear. Begin completing the fields.

Release or Discharge from Active Duty (Screen 6 of 9)			
060-00-0005	SA	DALLAS, STEVE	
Mailing Address after Separation			
Address: <u>427 SW HUNTOON</u>			
Country: <u>US</u>			
County: <u>SHAWNEE</u>			
City: <u>TOPEKA</u>	State: <u>KS</u>	Zip: <u>66617</u>	
Name and Address of Nearest Relative			
Name: <u>MARTIN J. DALLAS</u>			
Address: <u>323 MAIN STREET</u>			
Country: <u>US</u>			
City: <u>TOPEKA</u>	State: <u>KS</u>	Zip: <u>66605</u>	

Field	Action
Mailing Address after Separation	Enter complete separation address, or press <F2> to pull up an address list. Once the address list is displayed, you may highlight an existing address and press <GO> or <F1> to populate the separation address fields. Once populated, you may change information as necessary or press <TAB> or <RETURN> to proceed to the next field.
Name and Address of Nearest Relative	Enter complete address of nearest relative.

When you have completed Screen 6 press <GO> or F1.

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Section A
GENERAL TRANSACTIONS

Certificate of Release or Discharge From Active Duty (DD-214), Continued

**Fast Path ID
and Data Entry,
Continued**

The following screen will appear. Begin completing the fields.

Release or Discharge from Active Duty (Screen 7 of 9)		
060-00-0005	SA	DALLAS, STEVE
Official Authorized to Sign: <u>I. M. SMART</u>		
<u>YNC, USCG</u>		
Type of Separation: <u>DISCHARGED</u>		
Character of Service: <u>HONORABLE</u>		
Separation Authority: <u>ARTICLE 12-B-11, CG PERSMAN</u>		
Separation Code: <u>JBK</u>		
Reentry Code: <u>RE-1</u>		
Narrative Reason for Sep: <u>EXPIRATION OF TERM OF ENLISTMENT</u>		
Dates of Time Lost This Period: <u>NONE</u>		
Send copy 6 to Vet Affairs?: <u>Y</u> Veteran Affairs office: <u>KS</u>		
Member requests copy 4?: <u>Y</u>		

Field	Action
Official Authorized to Sign	This information is pulled automatically from the "Signee Authority" field in the Site File. You may overwrite as necessary.
Type of Separation	Enter separation type.
Character of Service	Enter character of service.
Separation Authority	Enter appropriate separation authority.
Separation Code	Enter appropriate code from the SPD Handbook.
Reentry Code	Enter as applicable.
Narrative Reason for Separation	Enter applicable separation reason.
Dates of Time Lost This Period	Enter lost time, or TL: None.
Send copy 6 to Veteran Affairs?	Enter "Y" or "N" as applicable.
Veteran Affairs office	If "Y" was indicated above, enter state abbreviation for veteran affairs office. Press <F2> for a list of state abbreviations.
Member requests copy 4?	Enter "Y" or "N" as applicable. If "Y" is entered, member's initials will automatically print on Form.

When you have completed Screen 7 press <GO> or F1.

Continued on next page

Certificate of Release or Discharge From Active Duty (DD-214), Continued

The following screen will appear. Begin completing the fields.

[illegible]

Field	Action
Member's Name	Enter complete name.
Remarks	Enter applicable remarks. If additional remarks are needed, Screen 9 will provide a continuation sheet. Do not add "X's" in unused space, they will automatically be printed on the Form.

When you have completed Screen 8 press <GO> or F1.

Continued on next page

The following screen will appear. Begin completing the fields.

Continuation Page Information

Field	Action
Continuation Page Information	Enter additional remarks as needed. Users have two screens available, with 13 lines of text per screen, of additional remarks. You will move to the next screen upon entering text on the last line of screen 1.

None.

Printing a worksheet or the entire Form is available by pressing <F6> on any screen except 3 and 8.

Member's Locally Created Data

Purpose This transaction is used by PERSRU's to update local SDA II data base information and the PDIF (Personal Data Information File) on Coast Guard member's.

Reference

- CG Medals and Awards Manual, COMDTINST M1650.25B (series)
- CG Pay Manual, COMDTINST M7220.29, Chapter 4
- Maximum Allowable Weight Standards For The Health And Well-Being Of Coast Guard Military Personnel, COMDTINST M1020.8 (series).

Transaction Built in SDA II Member's Locally Created Data

PMIS Transaction None

Policies and Procedures Information you need to know about this transaction:

- This transaction will update:
 - * Expected Good Conduct Date
 - * Sea Pay Premium Date
 - * Maximum Allowable Weight
 - * Home Phone Number
 - * Work Phone Number

Fast Path ID and Data Entry Enter "BCMB" from the Main Menu Screen in SDA II. Enter the member's SSN and press 'GO'; or 'F1'. Then press 'GO' or 'F1' again. The following screen 1 of 1 will appear. Complete the fields.

Member's Locally Created Data (Screen 1 of 1)	
000-00-0000	SN DALLAS, STEVE
Expected Good Conduct Date:	<u>07/25/1999</u>
Sea Pay Premium Date:	<u>01/20/2000</u>
Maximum Allowable Weight:	<u>175.0</u>
Home Phone Number:	<u>804 123-4567</u>
Work Phone Number:	<u>804-777-6666</u>
Comments:	
<hr/>	
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Section A
GENERAL TRANSACTIONS

Member's Locally Created Data, Continued

**Fast Path ID
and Data
Entry,
Continued**

Field	Action
Expected Good Conduct Date	Enter the member's next expected Good Conduct Award date. This field for enlisted members only. Note: Refer to section 17-A-20 of this manual for instructions on how to get an adhoc/goodcon.r (Good Conduct Award report) in SDA II.
Sea Pay Premium	Enter the expected Sea Pay Premium Date.
Maximum Allowable Weight	Enter the member's maximum allowable weight (not the current weight of the member).
Home Phone Number	Enter the member's home phone number.
Work Phone Number	Enter the member's work phone number.
Comments	Enter comments (if necessary).

When you have completed entering the information in screen 1 of 1 above press <F1>. You will return to the SDA II main menu. Your transaction is complete.

**PMIS/JUMPS
Effect**

This transaction has no affect on PMIS/JUMPS.

**Corrections
and Deletions**

Corrections and Deletions may not be made to this transaction.

Homeport Change for Coast Guard Cutters

Introduction The information in this guide has been provided to assist the PERSRU on what action to take when a cutter changes homeport.

In this guide The following topics will be discussed in this guide:

Topic	See Page
Member Electronic Files	2-A-285
SDA II Transactions	2-A-286
Change in BAH Transaction (P606)	2-A-286
Change in Mailing Address (L6EB)	2-A-286
Start/Resume Pay and Allowances, CONUS COLA (P607)	2-A-286
Start/Resume Pay and Allowances, (P607) and Stop Pay and Allowances (P625), Subsistence Pay	2-A-287
Leave (L63B)	2-A-287
Change in Dependency/Emergency Data SGLI (CG-4170A)	2-A-288
Payment Option Election (L6GB)	2-A-288
Change Allotment Address (P800)	2-A-288

Section A
GENERAL TRANSACTIONS

Homeport Change for Coast Guard Cutters Continued

Member Electronic Files The Following steps must take place to ensure that the electronic files are transferred from Sending PERSRU to Receiving PERSRU:

Prior to PERSRU Change	Step	Who Does it	Action to be taken
	1	HQ	Approves the change of servicing PERSRU for cutter(s)
	2	Sending PERSRU	An e-mail must be sent to HRSIC-UNITFILE (copy to Receiving PERSRU and HRSIC-MAS) requesting that the unit file to be changed to show the new servicing PERSRU for the unit. Refer to step 2 on page 5-2 of the SDAII user Manual on what information should be in the e-mail.
	3	HRSIC	Once the e-mail request is received, the unit file will be changed to show that Receiving PERSRU is now the servicing PERSRU.
On the Day of the PERSRU Change	4	Sending PERSRU	Run a Unit Roster out of the SDAII system and see if there are any members that should not be assigned to this unit. If there are members on the roster that should not be, you do not want to create D100s; notify HRSIC-MAS who should not be in your database.
	5		Complete Admin Change of servicing PERSRU for a Unit (D100) event in SDA II. Refer to page 5-2 of the SDAII user Manual to complete this event. <ul style="list-style-type: none">This Event will produce a D100 on every member that is assigned to the unit. This D100 will update PMIS/JUMPS to show the new servicing PERSRU as Receiving PERSRU
	6		Once the Admin Change of Servicing PERSRU for a Unit (D100) event has been completed, check Review and Approval in SDAII to ensure that there was a D100 completed on every member assigned to the unit.
	7		Call the PERSRU to let them know that the database will be updated after polling that day.

Continued on next page

Section A
GENERAL TRANSACTIONS

Homeport Change for Coast Guard Cutters, Continued

**SDA II
Transactions**

The following SDA II transactions will be completed on each member:

- Change in BAH Transaction (P606)
 - Change in Mailing address (L6EB)
 - Start/Resume Pay and Allowances, CONUS/OUTCONUS COLA (P607)
 - Start/Resume Pay and Allowances, Substances Pay (P607)
 - Stop Pay and Allowances, Subsistence Pay (P625)
 - Leave (L63B)
 - Change in Dependency/Emergency Data/SGLI (CG-4170A)
 - Payment Option Election (POE, L6GB)
 - Change Allotment Address (P800)
-

**Change in
BAH
Transaction
(P606)**

You will want to create this transaction, if you are wanting to change the zip code on the member's who are entitled to BAH With or BAH W/O. The Change in BAH transaction will **not** have to be completed for member's who do not wish to move their dependents.

**Change in
Mailing
Address
(L6EB)**

This transaction will have to be completed if the member's mailing address changes due to the homeport. Do not create this transaction for member whose mailing address does not change (i.e., dependents who aren't relocating and/or the member wants to keep his/her current/former mailing address.)

**Start/Resume
Pay and
Allowances,
CONUS
COLA (P607)**

You will want to create this transaction, if wanting to change the zip code on member's assigned to the unit.

Note (1): There is no need to do a stop transaction (P625) for the old CONUS COLA zip code. The Start/Resume Pay and Allowances transaction (P607) will automatically shut down the old segment in PMIS/JUMPS.

Note (2): For those members who are not changing zip codes for BAH, CONUS COLA the zip code will remain the same as well.

Continued on next page

Homeport Change for Coast Guard Cutters, Continued

**Start/Resume
Pay and
Allowances
(P607 and Stop
Pay and
Allowances
(P625),
Subsistence Pay**

Those enlisted members who are entitled to travel time and proceed time will be entitled to SEPRATS-T during this type of delay. This delay will probably not happen until the ship arrives to the new homeport. Use the following procedures for paying the member SEPRATS-T, since there will be no departing and reporting transactions submitted to pay this entitlement:

- On the day prior to the member starting his/her delay (this could be the last day the member is being charged leave if on leave during delay), a P625 will have to be completed to stop PARTIAL BAS. The time of this transaction must be 1900 or later.
- On the day the member starts his/her delay, (this could be the day after the member was charged leave if on leave during delay, a P607 will have to be completed to start SEPRATS. The time of this transaction must be 0500 or earlier.
- On the day prior to the member returning from his/her delay, a P625 will have to be completed to stop SEPRATS. The time of this transaction must be 1900 or later.
- On the day the member returns from his/her delay, a P607 will have to be completed to start Partial BAS. The time of this transaction must be 0500 or earlier.

Note: Do not conflict these dates with a member who is taking leave in conjunction with travel and proceed time. The leave transaction will pay the member SEPRATS-T for the inclusive dates of leave.

Leave (L63B)

A leave transaction will have to be submitted if the member is requesting to take leave during his/her delay to move the dependents from old homeport to new homeport.

Note: Refer to 'Start/Resume Pay and Allowances (P607) and Stop Pay and Allowances (P625)' and prior page of this guide to ensure that the leave transaction does not conflict with any other subsistence transactions.

Continued on next page

Section A
GENERAL TRANSACTIONS

Homeport Change for Coast Guard Cutters, Continued

**Change in
Dependency/
Emergency
Data SGLI
(CG-4170A)**

An update to the Emergency Data information on the CG-4170A will have to be completed in cases where the member or member's dependents home address changes.

Note: Make sure the 'Effective BAH Date' is left blank on this transaction if only updating emergency data information. There is no need to send this transaction to HRSIC if only updating emergency data information.

**Payment
Option
Election
(L6GB)**

This transaction will need to be completed if the member is requesting to change his/her payment option due to the homeport change.

**Change
Allotment
Address (P800)**

This transaction will need to be completed if the member is requesting to change an allotment address due to the homeport change. In most cases, this will probably be an address change for BONDS.

Section Overview

Introduction This section will guide you through the Reserve Unique transactions in SDA II.

In this Section The following is a list of SDA II transactions in alphabetical order and the page they can be found on.

TRANSACTION EXAMPLE

Retained Beyond Normal Expiration of Enlistment (P176)

Retained Beyond Normal Expiration of Enlistment (Screen 1 of 1)		
<u>000-00-0000</u>	YN3	<u>JONES, TOM</u>
Date Retention Begins: <u>09/21/1997</u> Effective Time: <u>0001</u> Entry Type:		
Note: Enter the effective date the member's retention will begin. This date should be the day after the active duty member's Expected Active Duty Termination Date or if a reservist then the day after the reserve member's current Expected Loss Date.		
Enter the number of months of the retention: 03		
Estimated Expiration of Retention Date: 12/20/1997 (Element Code 12)		
Retention Reason Code: M (Element Code 14)		
Increase basic pay by 25%: no (Element Code 23)		

SDA II Transaction	Action	See Page
Amend Reserve Expected Active Duty Termination Date	P191	2-B-3
Assign/Remove Training Rating	R920	2-B-19
Change Category, Class, Pay Status	R910	2-B-17
Depart/Report ADT	R990	2-B-33
IDT Drill for Pay and Points	R985	2-B-30
Process Lump Sum Leave Payments	R975	2-B-26
Record Reserve RMGIB Eligibility Status	P230	2-B-8
Report Additional Active Duty Authorized	P192	2-B-5
Report Annual Screening Data	R900	2-B-15
Report Miscellaneous Events	R900	2-B-12
Report Course Completion	R970	2-B-23
Reserve Officer Experience Indicator	R960	2-B-21
SELRES (or Reserve) Enlistment Bonus	H600	2-B-10
Stop Basic Pay, BAH Type II and BAS Entitlements	R991	2-B-40

Continued on next page

Section B
RESERVE UNIQUE TRANSACTIONS

Section Overview, Continued

In this Section The following is a list of SDA II transactions and PMIS/JUMPS action codes in numerical order and the page they can be found on.

Action	SDA II Transaction	See Page
P191	Amend Reserve Expected Active Duty Termination Date	2-B-3
P192	Report Additional Active Duty Authorized	2-B-5
P230	Record Reserve RMGIB Eligibility Status	2-B-8
H600	SELRES (or Reserve) Enlistment Bonus	2-B-10
R900	Report Annual Screening Data	2-B-15
R900	Report Miscellaneous Events	2-B-12
R910	Change Category, Class, Pay Status	2-B-17
R920	Assign/Remove Training Rating	2-B-19
R960	Reserve Officer Experience Indicator	2-B-21
R970	Report Course Completion	2-B-23
R975	Process Lump Sum Leave Payments	2-B-26
R985	IDT Drill for Pay and Points	2-B-30
R990	Depart/Report ADT	2-B-33
R991	Stop Basic Pay, BAH Type II and BAS Entitlements	2-B-40

Amend Reserve Expected Active Duty Termination Date (P191)

Purpose	This transaction is used to record a reserve member who is currently on temporary, extended, or special active duty (140 days or greater), and has had their orders amended to be extended on active duty with no break in service.
Reference	<ul style="list-style-type: none">• Personnel and Pay Procedures Manual, HRSICINST M1000.2A, Chapter 3-C.• Reserve Policy Manual, COMDTINST M1001.28 (series), Chapter 3-F
Transaction Built in SDA II	Amend reserve expected active duty termination date.
PMIS/JUMPS Transaction	P191
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• The <u>effective date</u> of this transaction will be the date notification is received that reserve member's active duty orders have been extended.• This transaction will extend the authorized period of active duty only. In cases where a reserve enlisted member does not have sufficient reserve obligated service to cover the new period of active duty authorized, the member must either voluntarily extend, reenlist, or be involuntarily retained as appropriate, to ensure sufficient obligated service. In cases where a reserve officer does not have sufficient reserve obligated service to cover the new period of active duty authorized, contact CGPC (opm). It will be necessary for CGPC (opm) to submit and Officer Personnel Change Form in PMIS/JUMPS to update the officers reserve obligation. Note: <u>Do this first for both enlisted members and officers prior to completing the amend reserve expected active duty termination date transaction.</u>• Current Expected AD Termination Date: This is the members <u>current</u> active duty termination date.• New Expected AD Termination Date: This is the members <u>new</u> expected active duty termination date.• Amended Term of Active Duty: This will be the total number of active duty days authorized under the original orders plus or minus all amendments. The number of days must equal, on a day for day basis, the entire period from the beginning of the active duty through the new expected active duty termination dated entered.• Active duty Pay: Members will experience <u>interrupted active duty pay</u> if the current expected active duty termination date is reached prior to the submission of this transaction, unless a SOI (statement of intent) has been previously submitted.

Continued on next page

Amend Reserve Expected Active Duty Termination Date (P191), Continued

Fast Path and Data Entry If not creating this transaction in an event, enter “P191” for Fast Path ID or press “GI” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press ‘GO’. Then press ‘GO’ again. Now begin entering information to amend active duty termination date.

Amend Expected Active Duty Termination Date (Screen 1 of 1)		
000-00-0000	DC1	SHORE, JOHN
Effective Date: <u>10/01/97</u>	Effective Time: <u>0001</u>	Entry Type:
Current Expected AD Termination Date:	12/31/1997	(Element Code 01)
New Expected AD Termination Date:	02/15/1998	(Element Code 02)
Amended Term of Active Duty:	0186	(Element Code 77)

Field	Action
Effective Date	The effective date of this transaction will be the date notification is received that reserve members active duty orders have been extended.
Effective Time	Enter effective time of the transaction.
Current Expected AD Termination Date	Enter the current active duty termination date.
New Expected AD Termination Date	Enter the new expected active duty termination date.

PMIS/JUMPS Effect The Amend Reserve Active Duty Termination Date transaction updates the following in PMIS/JUMPS:

- Segment 00 (expected active duty termination date)
- Segment 75 (Separation/Retention information)
- Updates page 5 (Contract and Service information) of the PMIS screens in the PMIS Data Base.

Corrections and Deletions Corrections and Deletions may not be made to this transaction. If orders are further amended or canceled submit another amend reserve active duty termination date transaction.

Report Additional Active Duty Authorized (P192)

Purpose	This transaction is used to record that a new set of orders has been issued extending the active duty period of a reserve member who is currently on active duty (Greater 140 days), or a recalled retiree (regular or reserve) who is on active duty in a recalled from retirement status. This transaction will only be used when there is no break in service..
Reference	<ul style="list-style-type: none">• Personnel and Pay Procedures Manual, HRSICINST M1000.2A, Chapter 3-C.• Reserve Policy Manual, COMDTINST M1001.28 (series), Chapter 3-F.• Separation Program Designator (SPD) Codes Handbook.
Transaction Built in SDA II	Report Additional Active Duty Authorized.
PMIS/JUMPS Transaction	P192
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• Date Member's New Orders Commence: This will be the <u>effective date</u> of this transaction.• The submission of this transaction will be preceded by the submission of Statement of Intent transaction (SOI). It is recommended the SOI be submitted at least one PMIS/JUMPS <u>compute cycle prior to</u> the members current Expected Active Duty Termination Date.• This transaction authorizes a new active duty period. In cases where a reserve enlisted member does not have sufficient reserve obligated service to cover the new period of active duty authorized, the member must either voluntarily extend, reenlist, or be involuntarily retained as appropriate, to ensure sufficient obligated service. In cases where a reserve officer does not have sufficient reserve obligated service to cover the new period of active duty authorized, contact CGPC (opm). It will be necessary for CGPC (opm) to submit and Officer Personnel Change Form in PMIS/JUMPS to update the officers reserve obligation. <p>Note 1: Do <u>this first for both enlisted members and officers prior to completing the report additional active duty transaction.</u></p> <p>Note 2: Recalled retirees (regular and reserve officers) are not required to have obligated service when submitting this transaction.</p>

Continued on next page

Report Additional Active Duty Authorized (P192), Continued

Policies and Procedures, continued

- **New Expected AD Termination Date:** This is the member's new active duty termination date. When a date is entered here, SDA II will automatically calculate (in days) the "term of active duty authorized".
- **Term of Active Duty Authorized:** Number of days (day for day basis) will be expressed here. If the "new expected AD termination date" is left blank, and the number of days active duty authorized is entered here, SDA II will automatically calculate the "new expected AD termination date".
- **Reserve Duty Type:** Used only for reserve members. Do not use for regular Coast Guard members or for recalled retirees (regular or reserves).

Valid Code Descriptions

B	Extended Active Duty (EAD)
D	Active Duty for Special Work in support of the Reserve Component (ADSW-RC)
E	Active Duty for Training - Other Training Duty (ADT-OTD)
G	Active Duty for Special Work in support of the Active Component (ADSW-AC)
H	Initial Active Duty for training (IADT)
O	Officer Candidate School (OCS)

- **Separation Program Designator (SPD):** See the SPD handbook for correct code.
- **Carry forward all unused leave:** If member will be carrying forward unused leave this will be "Y" for yes or "N" for no. This will be answered "Y" for recalled retirees as they must carry all leave forward.
- **Total Leave to be Sold: When** a reserve member's period of active duty (greater than 30 days) ends, they have the option of selling leave earned while on active duty. This will be the number of days leave the member is selling.
- **Active duty Pay:** Members will experience interrupted active duty pay if the current expected active duty termination date is reached prior to the submission of this transaction, unless a SOI (statement of intent) has been previously submitted.

Continued on next page

Section B
RESERVE UNIQUE TRANSACTIONS

Report Additional Active Duty Authorized (P192), Continued

Fast Path ID and Data Entry If not creating this transaction in an event, enter “P192 for Fast Path ID or press “GJ” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press ‘GO’. Then press ‘GO’ again. Now begin entering information to amend active duty termination date.

Report Additional Active Duty Authorized (Screen 1 of 2)		
000-00-0000	DC1	SHORE, JOHN
Date Member’s New Orders Commence: 02/16/1998 Time: 0001 Entry Type:		
New Expected AD Termination Date: 07/10/1998 (Element Code 75)		
Term of Active Duty Authorized: 0145 (Element Code 77)		
* Enter the New Expected Termination Date and Term of ACDU authorized will be calculated automatically. Or, leave the date blank and enter the ACDU Authorized, and the system will generate the New Termination Date.		

Field	Action
Date Members New Orders Commence	Enter date members new orders will commence.
Time	Enter effective time of transaction.
New Expected AD Termination Date	Enter the Reservists new expected ACDU termination date.
Term of Active Duty Authorized	Enter total number of days of ACDU authorized.

Report Additional Active Duty Authorized (Screen 2 of 2)		
000-00-0000	DC1	SHORE, JOHN
Reserve Duty Type: B (Element Code 76)		
Separation Program Designator: KBK (Element Code 80)		
Carry forward all unused leave?: Y (Element Code 90)		
Total Leave to be Sold: 00.0 (Element Code 91)		

Field	Action
Separation Program Designator	Enter the separation program designator.
Total Leave to be Sold	Enter the number of leave days to be sold.

PMIS/JUMPS Effect The Report Additional Active Duty Date transaction updates the following in PMIS/JUMPS:

- Segment 00 (expected active duty termination date)
- Segment 75 (Separation/Retention information)
- Updates page 5 (Contract and Service information) of the PMIS screens in the PMIS Data Base.

Corrections and Deletions Corrections and Deletions may be made to this transaction.

Record Reserve MGIB Eligibility Status Transaction (P230)

Purpose	This transaction is used to record a reserve member 's Montgomery GI Bill eligibility status.
Reference	<ul style="list-style-type: none">Montgomery GI Bill - Selected Reserve Educational Assistance Program, COMDTINST 1001.30 (series)
Transaction Built in SDA II	Record Reserve MGIB Eligibility Status.
PMIS/JUMPS Transaction	P230
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">Use the help wheel (F2) to find the correct eligibility status code and the penalty status code.Refer to the reference, COMDTINST 1001.30 for RMGIB information.Eligibility status code must always be used. Other information on this transaction is dependent on the eligibility status code used. If the eligibility status code equals:<ol style="list-style-type: none">A, B, C, D, E, or W then no other information (element codes) are used.F or R use RMGIB start date only.G, H, I, J, K, L, M, N, P, or Q then the RMGIB stop date, number of months obligated, and penalty status code must be used. Do not use RMIGB start date.
Fast Path and Data Entry	If not creating this transaction in an event, enter "P230" for Fast Path ID or press "GK" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. Then press 'GO' again. Now begin entering information to record the reserve members MGIB eligibility status.

RMGIB Eligibility Data (Screen 1 of 1)			
000-00-0000	YN1	DOE, SALLY	
Effective Date: 11/17/1997	Effective Time: 0001	Entry Type:	
Eligibility Status Code:	<u>F</u>	(Element Code 01)	
RMGIB Start Date:	<u>11/17/1997</u>	(Element Code 02)	
RMGIB Stop Date:	_____	(Element Code 03)	
Number of months obligated:	_____	(Element Code 04)	
Penalty Status Code:	_____	(Element Code 05)	

Continued on next page

Section B
RESERVE UNIQUE TRANSACTIONS

Record Reserve MGIB Eligibility Status Transaction (P230),

Continued

**Fast Path and
Data Entry
continued**

Field	Action
Effective Date	Enter effective date of transaction.
Effective Time	Enter effective time of transaction.
Eligibility Status Code	Enter the RMGIB eligibility code.
RMGIB Start Date	Enter the eligibility start date for RGMIB benefits.
RMGIB Stop Date	Enter the eligibility stop date for RMGIB benefits.
Number of months obligated	Enter number of months obligated if terminated or suspended.
Penalty Status Code	Enter the Penalty Status Code.

**PMIS/JUMPS
Effect**

The record reserve MGIB eligibility status transaction updates the following in PMIS/JUMPS:

- Updates page 12 (Reserve Unique Information) of the PMIS screens in the PMIS Data Base.

**Corrections
and Deletions**

Corrections and Deletions may not be made to this transaction. In the event of an incorrect submission, a new transaction will be submitted with the same effective date, with an effective time five minutes later than the erroneous submission.

SELRES (or Reserve) Enlistment Bonus (H600)

Purpose	This transaction is used by PERSRU's to pay enlistment bonuses to new recruits and prior service members who enlist in certain specialties in the Coast Guard Reserves.
Reference	<ul style="list-style-type: none">• Reenlistment Bonus Programs Administration, COMDTINST M7220.33• (SELRES) Enlisted Bonus Programs, COMDTINST 7220.1A
Transaction Built in SDA II	SELRES (or Reserve) Enlistment Bonus
PMIS Transaction	H600
Policies and Procedures	<p>Information you need to know about this transaction:</p> <p>The Coast Guard implemented policy to encourage new recruits with or without prior service to enlist in certain specialties within the Coast Guard Reserve. Members who enlisted in these specialties will be given a bonus between \$900 and \$5,000. The enlistment bonus is paid in two installments.</p>
Fast Path ID and Data Entry	Enter "GM" from the Main Menu Screen in SDA II. Enter the member's SSN, last name, first name and rank (SDA II will complete the member's last name, first name and rank if he/she is already in the data base) press 'GO' or 'F1' until the following screen 1 of 1 appears. Complete the fields.

SELRES (OR RESERVE) ENLISTMENT BONUS (Screen 1 of 1)		
000-00-0000	YN3	DOE, JOHN
Effective Date: <u>08/01/1997</u> Effective Time: <u>0005</u> Type entry:		
Stop Date of Bonus:	<u>07/31/2000</u>	(element code 01)
Active Duty Base Date:	<u>07/30/1993</u>	(element code 02)
Object Code:	<u>12655</u>	(element code 03)
Dollar Amount of 1 st Installment:	<u>00600.00</u>	(element code 20)
Total Amount of New Bonus:	<u>01200.00</u>	(element code 21)
Number of Installments Payable:	<u>2</u>	(element code 22)
Date of Reenlistment/Extension		
Or Original SELRES Enlistment:	<u>970801</u>	(element code 04)
Expected Loss Date Prior to Reenl/Ext		
Or Prior Service End of Enlistment Date:	<u>970731</u>	(element code 05)

Note: There are two other element codes created by this transaction not shown on the above example screen 1 of 1. They are element code 23 (number of installments authorized now) and element code 98 (total dollar amount of element codes 20 and 21). To see all of the element codes on this transaction, you may print the transaction log by pressing <F6> and selecting option B.

Continued on next page

Section B
RESERVE UNIQUE TRANSACTIONS

SELRES (or Reserve) Enlistment Bonus (H600), Continued

**Fast Path ID
and Data
Entry,
Continued**

Field	Action
Effective Date	Enter the date of enlistment/reenlistment.
Effective Time	Enter 0005.
Stop Date of Bonus	Enter expiration date of applicable enlistment/reenlistment period.
Active Duty Base Date	Enter the member's active duty base date.
Object Code	Enter the object code. Press F2 for a list of valid object codes.
Dollar amount of 1 st Installment	Enter the dollar amount of the first installment.
Total Amount of New Bonus	Enter the total dollar amount of the bonus.
Number of Installments Payable	Enter the number of installments payable.
Date of Reenlistment/Ext Or Original SELRES Enlistment	Enter Enlistment/Reenlistment/Extension Date (YYMMDD).
Expected Loss Date Prior to Reen/Ext Or Prior Service End of Enlistment Date	Enter prior expected loss date (YYMMDD).

When you have completed entering the information in screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

**PMIS/JUMPS
Effect**

The SELRES (or Reserve) Enlistment Bonus transaction updates the following in PMIS/JUMPS:

- Segment 30 has no affect on the PMIS screens in the PMIS data base.

**Corrections
and Deletions**

Corrections and Deletions may not be made to this transaction.

Report Miscellaneous Events (R900)

Purpose	This transaction is used to report miscellaneous events for Reserve members.
Reference	<ul style="list-style-type: none">• CG Reserve Policy Manual, COMDTINST M1001.28• CG Personnel Manual, COMDTINST M1000.6A• CG Recruiting Manual, M1100.2C
Transaction Built in SDA II	Report Miscellaneous Events
PMIS Transaction	R900
Policies and Procedures	Information you need to know about this transaction: <ul style="list-style-type: none">• Review references above (if needed) prior to submitting this transaction.• All of the fields on this transaction <u>do not need to be completed</u>. Complete the necessary fields only. Note: If more than 9 fields are used SDA II will create 2 of these transactions with and effective date 5 minutes apart.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter “R900-MISC” for Fast Path ID or press “GH” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press ‘GO’. Then press ‘GO’ again. The following screen will appear. The element code created will not appear on your screen. Element codes on this page are for information purposes only. Begin completing the fields..

Report Miscellaneous Events (Screen 1 of 1)		
000-00-0000	YN1	DOE, JANE
Effective Date: <u>10/14/1997</u> Effective Time: <u>0001</u> Entry Type:		
District/OPFAC:	<u>53 47400</u>	(element code 01)
Anniversary Date:	<u>11/22/1986</u>	(element code 02)
Break in Service Date:	<u>11/21/1994</u>	(element code 02)
Civilian Occupation Code:	<u>160168</u>	(element code 03)
Dropped from Rolls:	<u>/ /</u>	(element code 06)
Date Pay and Allowances Accrue From:	<u>01/31/1998</u>	(element code 07)
Date of Initial Entry into Reserve Forces:	<u>11/22/1986</u>	(element code 08)
Work Phone:	<u>(804) 123-4567</u>	(element code 09)
Home Phone:	<u>(804) 123-4576</u>	(element code 10)
Drill Obligation Date:	<u>/ /</u>	(element code 11)
Date Military Obligation Complete:	<u>01/30/2002</u>	(element code 12)
Transfer Reason Code:	<u>1</u>	(element code 20)
Provisional Petty Officer:	<u>No</u>	(element code 21)
2 x 2 x 4 or 2 x 4 Program?:	<u>No</u>	(element code 22)

Continued on next page

Section B
RESERVE UNIQUE TRANSACTIONS

Report Miscellaneous Events (R900), Continued

**Fast Path ID
And Data
Entry,
Continued**

Field	Action
Effective Date	The effective date of the transaction is the date the transaction is being created.
Effective Time	Enter the effective time.
Entry Type	This is not updateable.
District/OPFAC	If home duty station changed, then enter the district/OPFAC. Use the help wheel <F2> for a list of OPFACs.
Anniversary Date	Enter the correct anniversary date (if necessary). This is the date the member first entered an active or reserve component after a break in service. Note: If the member currently has a segment 82 “Anniversary Date” in PMIS/JUMPS, do not submit an anniversary date on this R900.
Break in Service Date	Enter the break in service date (if necessary). If the member has no break in service date since the beginning date enter “999999”. This is the date the member has a break in service for one of the following reasons. <ul style="list-style-type: none"> • Transferred to inactive status list, or • Transferred to a temporary retired list, or • Retired reserve, or • Discharged for a period of 24 hours or greater
Civilian Occupation Code	Enter the civilian occupation code (if necessary). Use “999999” for students, unemployed, etc.
Dropped from Rolls	For officers only. Indicate “Y” (yes) or “N” (No) if an officer is being dropped from the rolls.
Date Pay and Allowances Accrue From	For officers only. Enter the correct pay and allowances accrual date (if necessary).
Date of Initial Entry Into Reserve Forces	Enter the date the member first affiliates or enlists in any reserve component. This date is fixed and is not adjusted for breaks in reserve or regular component service. It is set upon initial RELAD, appointment, or enlistment in the reserves. If there is reserve service prior to the first time PMIS/JUMPS recognizes the member as a reserve, contact HRSIC (MAS).
Work Phone	Enter work phone number (if necessary).
Home Phone	Enter home phone number (if necessary).
Drill Obligation Date	Enter the date the member is no longer obligated to perform inactive duty drills.
Date Military Obligation Complete	Enter the date the member’s military obligation will be completed. If the military obligation of the member has expired, enter the date it expired.
Transfer Reason Code	Enter the correct code. Use the help wheel <F2> for a list of codes.

Continued on next page

Section B
RESERVE UNIQUE TRANSACTIONS

Report Miscellaneous Events (R900), Continued

**Fast Path ID
And Data
Entry,
Continued**

Field	Action
Provisional Petty Officer	Enter “Y” (Yes) or “N” (No) if the member is a provisional Petty Officer.
2x2x4 or 2x4 Program	Enter “Y” (Yes) or “N” (No) whether or not this is a 2x2x4 or 2x4 Program.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

**PMIS/JUMPS
Effect**

The Report Miscellaneous Events transaction updates the following in PMIS/JUMPS:

- Segment 81 and 82.
 - Element codes 09 and 10 update the ADC-WK-PHONE and ADC-HM-PHONE fields on page 13 of the PMIS Database.
 - Element code 12 updates the DT-COMP-MIL-OBL field on page 5 of the PMIS database.
-

**Corrections
and Deletions**

Corrections and Deletions can be made to this transaction and are done in Transaction Review of the SDA II system.

Report Annual Screening Data (R900)

Purpose	This transaction is used to report annual screening data for Reserve members.
Reference	<ul style="list-style-type: none">• CG Reserve Policy Manual, COMDTINST M1001.28• CG Personnel Manual, COMDTINST M1000.6A• CG Recruiting Manual, M1100.2C
Transaction Built in SDA II	Report Annual Screening Data
PMIS Transaction	R900
Policies and Procedures	Information you need to know about this transaction: <ul style="list-style-type: none">• Review references above (if needed) prior to submitting this transaction.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter “R900-RPTSQ” for Fast Path ID or press “GCB” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press ‘GO’. Then press ‘GO’ again. The following screen will appear. The element code created will not appear on your screen. Element codes on this page are for information purposes only. Begin completing the fields..

Report Annual Screening Data (Screen 1 of 1)	
000-00-0000	LT JACKSON, KATHY
Date Questionnaire Signed by Member: 02/04/1998 (element code 13)	
Questionnaire Code: 2 (element code 14)	
Reason Code: _ (element code 15)	

Field	Action
Effective Date	The effective date of the transaction is the date the transaction is being created.
Effective Time	Enter the effective time.
Entry Type	This is not updateable.
Date Questionnaire Signed by Member	Enter the date the reserve screening questionnaire is signed by the member.
Questionnaire Code	Enter the reserve screening questionnaire code. Use the help wheel <F2> for a list of codes.
Reason Code	Enter the reason code. Use the help wheel <F2> for a list of codes. Note: The reason code field must be completed if the questionnaire equals is “1” or “3”.

Continued on next page

Report Annual Screening Data (R900), Continued

**Fast Path ID
and Data
Entry,
Continued**

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

**PMIS/JUMPS
Effect**

The Report Annual Screening Data transaction updates the following in PMIS/JUMPS:

- Segment 81 and 82.
- Updates page 12 (Reserve Unique Information) of the PMIS screens in the PMIS Data Base.

**Corrections
and Deletions**

Corrections and Deletions can be made to this transaction and are done in Transaction Review of the SDA II system.

Change Category, Class, Pay Status (R910)

- Purpose** This transaction is used to change a members reserve category, classification and training/pay status.
- Reference**
- CG Reserve Policy Manual, COMDTINST M1001.28, Chapter 1-D
 - Measuring The Contribution of Reserve Duty, COMDTINST 5310.3 (series)
 - Personnel and Pay Procedures Manual, HRSICINST M1000.2A
- Transaction Built in SDA II** Change Category, Class, Pay Status
- PMIS Transaction** R910
- Policies and Procedures** Information you need to know about this transaction:
- See the Reserve Policy Manual for reserve classes, categories, and pay statuses.
- Fast Path ID and Data Entry** If not creating this transaction in an event, enter “R910” for Fast Path ID or press “GA” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press ‘GO’. Then press ‘GO’ again. The following screen will appear. The element code created will not appear on your screen. Element codes on this page are for information purposes only. Begin completing the fields..

Change Category, Class, Pay Status (Screen 1 of 1)		
000-00-0000	MKC	BURNS, FRANK
Effective Date: <u>02/04/1998</u> Effective Time: <u>0001</u> Entry Type:		
Reserve Category: <u>I</u> (element code 01)		
Reserve Classification: <u>J</u> (element code 02)		
Reserve Training/Pay Status: <u>H</u> (element code 03)		

Field	Action
Effective Date	The effective date of the transaction is the date the transaction is the day the members category, class, training/pay status changes.
Effective Time	Enter the effective time.
Entry Type	This is not updateable.
Reserve Category	Enter the reserve category. See Chapter 1-D of the Reserve Policy Manual.
Reserve Classification	Enter the reserve classification. See Chapter 1-D of the Reserve Policy Manual.
Reserve Training/Pay Status	Enter the reserve training/pay status. See Chapter 1-D of the Reserve Policy Manual.

Continued on next page

Change Category, Class, Pay Status (R910), Continued

**Fast Path ID
and Data
Entry,
Continued**

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

**PMIS/JUMPS
Effect**

The Change Category, Class, Pay Status transaction updates the following in PMIS/JUMPS:

- Segment 57
- Updates page 12 (Reserve Unique Information) of the PMIS screens in the PMIS Data Base.

**Corrections
and Deletions**

Corrections and Deletions can be made to this transaction and are done in Transaction Review of the SDA II system.

Assign/Remove Training Rating (R920)

Purpose	This transaction is used to report assignment or removal of training rating codes for a reserve member.
Reference	<ul style="list-style-type: none">CG Reserve Policy Manual, COMDTINST M1001.28, Chapter 7-C
Transaction Built in SDA II	Assign/Remove Training Rating
PMIS Transaction	R920
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">Training rating codes/indicators are used for non-rated and authorized laterals. Refer to the Reserve Policy Manual.At the completion of a lateral change in rate, remove the training rating.Enter training rating code <u>or</u> select removal of a training rating. Choose the field(s) in this transaction that apply.
Fast Path ID and Data Entry	<p>If not creating this transaction in an event, enter “R920” for Fast Path ID or press “GB” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press ‘GO’. Then press ‘GO’ again. The following screen will appear. The element code created will not appear on your screen. Element codes on this page are for information purposes only. Begin completing the fields..</p>

Assign/Remove Training Rating (Screen 1 of 1)		
000-00-0000	SN	CHANGE
<u>BART</u>		
Effective Date: <u>02/06/1998</u> Effective Time: <u>0001</u> Entry Type:		
Enter training rating code or select removal of a training rating.		
Current Training Rating:		
Remove Training Rating:	<u>N</u>	(element code 02)
Training Rating:	<u>BM</u>	(element code 01)
Reserve Training Rate Date:	<u>02/01/1998</u>	(element code 03)

Continued on next page

Section B
RESERVE UNIQUE TRANSACTIONS

Assign/Remove Training Rating (R920), Continued

Fast Path ID And Data Entry, Continued	Field	Action
	Effective Date	Enter the effective date.
	Effective Time	Enter the effective time.
	Entry Type	This is not updateable.
	Current Training Rating	This is not updateable. If the member currently has a training rating, the rating will appear here.
	Remove Training Rating	Enter “Y” (yes) or “N” (no) to remove training rating. If this field is answered “Y”, your transaction is complete.
	Training Rating	Enter the member’s new training rating. Use the help wheel <F2> for a list of training rating codes.
	Reserve Training Rate Date	Enter the training Rating date. This date cannot be greater than the effective date.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

**PMIS/JUMPS
Effect**

The Assign/Remove Training Rating transaction updates the following in PMIS/JUMPS:

- Updates page 12 (Reserve Unique Information) of the PMIS screens in the PMIS Data Base and has no affect on segments.

**Corrections
and Deletions**

Corrections and Deletions can be made to this transaction and are done in Transaction Review of the SDA II system.

Reserve Officer Experience Indicator (R960)

Purpose	This transaction is used to report reserve officer experience indicator codes.
Reference	CG Reserve Policy Manual, COMDTINST M1001.28, Chapter 6-A
Transaction Built in SDA II	Reserve Officer Experience Indicator
PMIS Transaction	R960
Policies and Procedures	The transaction is used for reserve officers only.
Accessing the transaction	If not creating this transaction in an event, enter “R960” for Fast Path ID or press “GD” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press ‘GO’. Then press ‘GO’ again. The following screen will appear. The element code created will not appear on your screen. Element codes on this page are for information purposes only.

Reserve Officer Experience Indicator (Screen 1 of 1)			
000-00-0000	LT	KEY, JOSEPH	
Effective Date:	<u>02/06/1998</u>	Effective Time:	<u>0001</u> Entry Type:
Primary Officer Experience Indicator:	<u>15</u>	(element code 01)	
Level of Primary Officer Experience Indicator:	<u>5</u>	(element code 02)	
Secondary Officer Experience Indicator:	<u>70</u>	(element code 03)	
Level of Secondary Officer Experience Indicator:	<u>5</u>	(element code 04)	
First digit of Civilian Occupation Code:	<u>3</u>	(element code 05)	
Second digit of Civilian Occupation Code:	<u>2</u>	(element code 06)	

Continued on next page

Section B
RESERVE UNIQUE TRANSACTIONS

Reserve Officer Experience Indicator (R960), Continued

Data Entry Complete each field as indicated below.

Field	Action
Effective Date	Enter the effective date.
Effective Time	Enter the effective time.
Entry Type	This is not updateable.
Primary Officer Experience Indicator	Enter the 2-digit primary officer experience indicator. Use the help wheel <F2> for a list of experience indicators.
Level of Primary Officer Experience Indicator	Enter the 1 digit level of primary officer experience indicator. "0" is valid in this field if the officer is "training" but has not yet qualified for primary experience indicator.
Secondary Officer Experience Indicator	Enter the 2 digit secondary officer experience indicator. Use the help wheel <F2> for a list of experience indicators
Level of Secondary Officer Experience Indicator	Enter the 1 digit level of secondary officer experience indicator.
First digit of Civilian Occupation Code	Enter the first digit of Civilian Occupation Code.
Second digit of Civilian Occupation code.	Enter the second digit of Civilian Occupation Code.

Completing the transaction When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect The transaction updates the following in PMIS/JUMPS:

- Updates page 1 (General Information) of the PMIS screens in the PMIS Data Base and has no affect on segments.

Corrections and Deletions Corrections and Deletions can be made to this transaction and are done in Transaction Review of the SDA II system.

Report Course Completion (R970)

Purpose	This transaction is used to report reserve correspondence course completion.
Reference	<ul style="list-style-type: none">CG Reserve Policy Manual, COMDTINST M1001.28, Chapter 8-C
Transaction Built in SDA II	Report Course Completion.
PMIS Transaction	R970
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">The transaction is used for reserve personnel only.PMIS/JUMPS can only process this transaction if the reserve points segment 81 for the related anniversary year has a blank reason code. The segment 81 will have a blank reason code until three months after the members anniversary year end. <p>Therefore , if submission of this transaction is more than three months after the member's anniversary year end for which the correspondence course is to be credited, report the completion instead to CGPC-rpm in accordance with chapter 8-C of the Reserve Policy Manual.</p>
Fast Path ID and Data Entry	<p>If not creating this transaction in an event, enter "R970" for Fast Path ID or press "GG" from the Main Menu Screen in SDA II. The following screen 1 of 1 will appear. Enter the member's SSN or last name. When you enter the SSN or last name, SDA II will automatically complete the remainder of this screen and bring you to the Report Course Completion Screen (1 of 2).</p>

(Screen 1 of 1)	
Social Security Number:	- - -
Last Name:	_____
First Name:	_____
Rank:	_____

When the below screen appears press F3 <insert>.

Report Course Completion (Screen 1 of 2)		
000-00-0000	YN1	COURSE, ALBERT
Effective Date:	Effective Time:	Tran Status

Continued on next page

Section B
RESERVE UNIQUE TRANSACTIONS

Report Course Completion (R970), Continued

Fast Path ID and Data Entry, Continued After pressing F3 <insert>, the below screen 1 of 1 will appear. Begin completing the fields.

Report Course Completion (Screen 1 of 1)			
000-00-0000	YN1	COURSE, ALBERT	
Effective Date:	02/09/1998	Effective Time:	0001 Entry Type:
Reserve Anniversary Date:		01/25	
Date Correspondence Course Completed:		02/04/1998	(element code 06)
Number of Points Earned:		04	(element code 07)
Course Number and Identification:		12345ALPHA	(element code 08)

Field	Action
Effective Date	Enter the effective date. This is the date the transaction is prepared.
Effective Time	Enter the effective time.
Entry Type	This is not updateable.
Reserve Anniversary Date	This is automatically filled in by SDA II and is not updateable.
Date Correspondence Course Completed	Enter the date the course was completed. This must be the date specified in the course completion letter. For Coast Guard Institute courses, this is the date the end-of-course test is taken. For Navy courses, it is the date the last lesson is completed.
Number of points earned	Enter the number of points earned.
Course Number and Identification	Enter the course number and identification together (ie: 12345Alpha).

When you have completed screen 1 of 1 above press <GO> or <F1>. The screen below will appear.

Report Course Completion (Screen 1 of 2)		
000-00-0000	YN1	COURSE, ALBERT
Effective Date:	Effective Time:	Tran Status
02/09/1998	0001	C

When this screen (above) appears, press Shift F6. You will return to the SDA II main menu. Your transaction is complete.

Continued on next page

Report Course Completion (R970), Continued

PMIS/JUMPS Effect	The Report Course Completion transaction updates the following in PMIS/JUMPS: <ul style="list-style-type: none">• Segment 81 and has no affect on the PMIS screens in the PMIS Data Base.
Corrections and Deletions	Corrections and Deletions may not be made to this transaction.

Process Lump Sum Leave Payments for Reserves (R975)

Purpose	This transaction is used to process lumps sum leave payments for reserve members only.
Reference	<ul style="list-style-type: none">CG Pay Manual, COMDTINST M7220.29, Chapter 10
Transaction Built in SDA II	Process Lump Sum Leave Payments For Reserves
PMIS Transaction	R975
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">Lump Sum Leave entitlement will not process until the Stop Basic Pay, BAH Type II and BAS entitlements (R991) transaction processes in PMIS/JUMPS.This transaction is used for reserve personnel only. It must be submitted for all active duty periods that are in excess of 29 but less than 140 days regardless of whether the reservist sells leave or not.The effective date must equal the last day of the current active duty period. The effective time must be later than the effective time on the R991.If a release from active duty event (RELAD) is completed, and the member is selling leave in the RELAD event, do not use this transaction.Leave <u>may be</u> sold, used or carried forward when there are back to back continuous periods of active duty and the first set of orders are full-term with no 24 hour break between them.Leave <u>must be</u> sold, used or lost whenever a reservist completes active duty or when there is a 24 hour break between active duty periods.Leave <u>must be</u> used or carried forward when a reservist terminates one set of orders early to continue on a different set of orders. <p>If the member is entitled to lump sum leave and it is not sold within 30 days of break in active duty, the member's leave balance will be zeroed out.</p>
Fast Path ID and Data Entry	If not creating this transaction in an event, enter "R975" for Fast Path ID or press "GED" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press 'GO'. Then press 'GO' again.

Continued on next page

Section B
RESERVE UNIQUE TRANSACTIONS

Process Lump Sum Leave Payments for Reserves (R975), Continued

**Fast Path ID
and Data
Entry,
Continued**

The following screen 1 of 3 will appear. The element code created will not appear on your screen. Element codes are for information purposes only. Begin completing the fields.

Process Lump Sum Leave Payments (Screen 1 of 3)			
000-00-0000	LTJG	SHEPARD, MICHAEL	
Effective Date:	02/09/1998	Effective Time:	0001 Entry Type:
Is this for ADSW-AC orders?: no			

Field	Action
Effective Date	Enter the effective date. This date must be equal to the last day of current active duty period.
Effective Time	Enter the effective time. It must be later than the effective time of the R991.
Entry Type	This is not updateable.
Is this for ADSW-AC orders?	Enter 'Y' (yes) or 'N' (no). ADSW-AC refers to a tour of active duty other than Extended Active Duty (EAD) to provide support for Coast Guard missions. This includes duty formerly referred to as TEMAC (Temporary Active Duty).

When you have completed the fields in screen 1 of 3 above, press <GO> or <F1>. The following screen 2 of 3 will appear. Complete the fields.

Note: The DAFIS Accounting String Layout can be found in the Query Manual. HRSICINST M5230.2, Chapter 4, Section F.

Process Lump Sum Leave Payments (Screen 2 of 3)											
000-00-0000			LTJG SHEPARD, MICHAEL								
Appr	Lim	Alt	Alt	Prog	Cost	Obj	DocID	DocID	DocID	Doc	
<u>Dist</u>	<u>Code</u>	<u>Code</u>	<u>Fnd</u>	<u>Lvl</u>	<u>Elem</u>	<u>Cntr</u>	<u>Class</u>	<u>Type</u>	<u>FY</u>	<u>TONO</u>	<u>Suf</u>
2H	601	501	30	0	RC08	75126	117K	72	96	846HRC292	000

Field	Element Code	Action
Dist Code	01	Enter the Agency code of 2 followed by the one digit alpha or numeric Region code.
Appr Code	01	Enter the three digit numeric appropriation code. If the appropriation code is two digits, insert a leading zero.
Lim Code	01	Enter the three digit appropriation limitation code.
Alt Fnd	01	Enter the Allot/Fund control code.
Alt Lvl	01	This field is set at '0' and is not updateable

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Section B
RESERVE UNIQUE TRANSACTIONS

Process Lump Sum Leave Payments for Reserves (R975), Continued

**Fast Path ID
And Data
Entry,
Continued**

Field	Element Code	Action
Prog Elem	01	Enter the four-digit alpha/numeric Program Element.
Cost Cntr	02	Enter the five digit numeric Cost Center.
Obj Class	02	Enter the four-digit alpha/numeric Object Class.
DocID Type	02	Enter the two-digit numeric Document Type ID.
DocID FY	02	Enter the two-digit numeric Fiscal Year.
DocID TONO	03	Enter the nine digit alpha/numeric Travel Order Number (TONO).
Doc Suf	03	Normally this will be three zero's (000). Or enter the three-digit numeric Document Suffix.

When you have completed the fields in screen 2 of 3 above, press <GO> or <F1>.
The following screen 3 of 3 will appear. Complete the fields.

Process Lump Sum Leave Payments (Screen 3 of 3)	
000-00-0000	LTJG SHEPARD, MICHAEL
Sys Data: <u>RHFEMENDE</u>	
Program Element: <u>RC1234</u>	
Total Days Unused Leave: <u>2.5</u>	
Days LS Non-SLB Leave to Sell: <u>2.5</u>	
Days Unused LS Non-SLB Leave to Carry Forward: <u>0.0</u>	

Field	Element Code	Action
Sys Data	21	If the first digit in the Appropriation Limitation Code in screen 2 of 3 above is a "5" or "8", then the SYS Data field (element code 21) will be created. If the SYS Data field is created enter the Alpha SYS Data. If a "5" or "8" is not the first digit in the Appropriation Limitation Code, then this field will not be updateable.
Program Element	22	If the first digit in the Appropriation Limitation Code in screen 2 of 3 above is a "5" or "8", then the Program Element (element code 22) will be created. If the Program Element field is created enter the Program Element. If a "5" or "8" is not the first digit in the Appropriation Limitation Code, then this field will not be updateable.

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Process Lump Sum Leave Payments for Reserves (R975),

Continued

Fast Path ID And Data Entry, Continued	Field	Element Code	Action
	Total Days Unused Leave	06	Enter the total days of unused leave. The sum of this field should be the total of the next two fields (Days LS Non-SLB Leave to Sell <u>and</u> Days Unused LS Non-SLB Leave to Carry Forward).
	Days LS Non-SLB Leave to Sell	07	Enter the number of days Lump Sum Non-Saved Leave Balance Leave the member will sell. Note: Lump Sum Leave entitlement will not process until the Stop Basic Pay, BAH and BAS entitlements (R991) transaction processes in PMIS/JUMPS.
	Days Unused LS Non-SLB Leave to Carry Forward.	08	Enter the number of days Unused Lump Sum Non-Saved Leave Balance Leave to carry Forward.

When you have completed screen 3 of 3 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

**PMIS/JUMPS
Effect**

The Process Lump Sum Leave Payments transaction updates the following in PMIS/JUMPS:

- Segment 62 and 75 upon release from active duty and has no affect on the PMIS screens in the PMIS Data Base.

**Corrections
and Deletions**

Corrections and Deletions may be made to this transaction and are done in Transaction Review of the SDA II system.

IDT Drill For Pay and Points (R985)

Purpose	This transaction is used to report Reserve Inactive Duty for Training (IDT) drill(s) for pay and points.
Reference	<ul style="list-style-type: none">CG Reserve Policy Manual, COMDTINST M1001.28, Chapter 2-ACG Personnel & Pay Procedures Manual, HRSICINST M1000.2A, Chapter 6-D
Transaction Built in SDA II	IDT Drill for Pay and Points.
PMIS Transaction	R985
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">Review Chapter 2 of the Reserve Policy Manual prior to submitting this transaction.Ensure there has not been any Active Duty for Training (ADT) period(s) on the effective date of this transaction.Only one IDT Drill for Pay and Points transaction can be submitted on a member <u>per day</u>.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter “R985” for Fast Path ID or press “HGH” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press <GO> or <F1>. The following screen will appear..

IDT Drill for Pay and Points									
000-00-0000				MKC		BURNS, FRANK			
Effective	Eff			Duty	Program	Program		Trans	
Date	Time	District	Opfac	Type	Design1	Design2	SEPRATS	Status	

Press F3 <insert>.

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Section B
RESERVE UNIQUE TRANSACTIONS

IDT Drill For Pay and Points (R985)

Fast Path ID After pressing F3 <insert>, the below screen 1 of 1 will appear. Begin completing
And Data Entry, the fields.
Continued

IDT Drill R985 (Screen 1 of 1)			
000-00-0000	MKC	BURNS, FRANK	
Effective Date: <u>02/10/1998</u> Effective Time: <u>0001</u> Entry Type:			
District: <u>53</u> (element code 01)			
Opfac: <u>47400</u> (element code 01)			
Duty Type: <u>M</u> Multiple Drill (element code 02)			
Pgm Designator1: <u>AP</u> Personnel Administration (element code 04)			
Pgm Designator2: <u>AP</u> Personnel Administration (element code 05)			
SEPRATES Code: <u>B</u> Lunch Only (element code 06)			

Field	Action
Effective Date	Enter the effective date. This is the date the IDT drill was performed.
Effective Time	Enter the effective time.
Entry Type	This is not updateable.
District	Enter the numeric two digit district.
OPFAC	Enter the unit's numeric five digit OPFAC where member performed drill. Use help wheel <F2> for a list of OPFAC's.
Duty Type	Enter the duty type code. The following codes are available under the help wheel <F2>: A Appropriate Duty D Multiple Drill w/o pay E Single Drill w/o pay F Single Drill w/pay and Single Drill w/o pay G Funeral Duty Only H Funeral Duty and Regular Drill J Funeral Duty and Regular Drill w/o Pay M Multiple Drill N Appropriate Duty w/o pay P Unexcused Absence for Single Drill Q Unexcused Absence for Multiple Drill S Single Drill Note: If duty type codes 'P' or 'Q' are used, no other information/fields are required or updateable in this transaction.
Pgm Designator1	Enter the program designator. Use the help wheel <F2> for a list of program designator's. Note: If duty type code is "M", "D", or "F", both Pgm Designator1 and Pgm Designator2 fields must be completed.

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Section B
RESERVE UNIQUE TRANSACTIONS

IDT Drill for Pay and Points (R985), Continued

Fast Path ID And Data Entry, Continued	Pgm Designator2	If duty type code “M”, “D”, or “F” was used, enter the program designator2. Use the help wheel <F2> for a list of program designator’s.
	SEPRATS Code	SEPRATS code is used only if duty type code “M” was used. Enter the SEPRATS code. The following codes are available under the help wheel <F2>: A Breakfast only B Lunch only C Supper only D Breakfast and Lunch E Lunch and Supper F Breakfast, Lunch, and Supper Note: SEPRATS codes are not used for officers.

When you have completed screen 1 of 1 above press <F1>. The screen below will appear.

IDT Drill for Pay and Points									
000-00-0000				MKC		BURNS, FRANK			
Effective	Eff			Duty	Program	Program		Trans	
Date	Time	District	Opfac	Type	Design1	Design2	SEPRATS	Status	
02/10/1998	0001	53	47400	M	AP	AP	B	C	

When this screen (above) appears, press Shift F6. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect	The IDT Drill for Pay and Points transaction updates the following in PMIS/JUMPS: <ul style="list-style-type: none">Segments 00, 01, and 81. Has no affect on the PMIS screens in the PMIS Data Base.
Corrections and Deletions	Corrections and Deletions may be made to this transaction and are done in Transaction Review of the SDA II system..

Depart/Report ADT (R990)

Purpose This transaction is used to process pay and points for reserve active duty periods of less than 140 days. This does not apply to issuance of Notice of Eligibility for Disability. Refer to the following table:

IF	THEN
The member has orders for less than 30 days including 2 weeks ADT-AT.	The Depart/Report ADT (R990) is the only transaction necessary to pay reservists.
The member has orders for 30 to 139 days.	Submit the Depart/Report ADT (R990) and the Stop Basic Pay, BAH Type II, and BAS Entitlements (R991) transactions.
The member has orders specifying a duty period of 140 days or more.	Use the PCS Departing event for Reserve members coming on active duty for greater than 139 days. Refer to Chapters 3-C and 4-C of this manual on how to create this event.
The member's orders are extended and the extension is for 140 days or more.	For the <u>extended period</u> , use the PCS Departing event for Reserve members coming on active duty for greater than 139 days. Refer to Chapters 3-C and 4-C of this manual on how to create this event.

Reference

- CG Reserve Policy Manual, COMDTINST M1001.28, Chapter 3
- CG Pay & Personnel Procedures Manual, HRSICINST M1000.2A, Chapter 2-C
- CG Pay Manual, COMDTINST M7220.29, Chapter 12

Transaction Built in SDA II Depart/Report ADT

PMIS Transaction R990

Policies and Procedures Information you need to know about this transaction:

- Rules for entitlement to pay and points for reserve active duty periods less than 140 days are contained in the Reserve Policy Manual and the Pay Manual. These manuals should be reviewed prior to submitting this transaction.
- **RESERVE MEMBER MARRIED TO AN ACTIVE DUTY MEMBER:** If the Reserve member coming on active duty is married to a member of the Armed Forces who is currently serving on Active Duty, ensure BAH entitlements for both members are verified prior to submitting this transaction (i.e.; both members are not receiving the same BAH with dependents entitlement).
- **INACTIVE DUTY FOR TRAINING (IDT):** Ensure there has not been any period(s) of IDT (R985) on the effective date of this transaction, and for the period of ADT-AT being submitted.

Continued on next page

Depart/Report ADT (R990), Continued

**Policies and
Procedures,
Continued**

- **PAY ENTITLEMENTS:** This transaction will build basic pay and entitlement segments necessary to pay a reserve member's basic pay, BAH Type II, and BAS while performing duty as specified on the Reserve Orders and Pay Voucher (CG-4436). Any other authorized entitlement should be started using a Start/Resume Pay and Allowances transactions (P607) and stopped using a stop Pay and Allowances (P625) transaction (i.e.; OUTCONUS Cola). The P625 transaction can be prepared and transmitted in advance of the effective date of the Report/Depart ADT (R990) transaction.
- **RETIREMENT POINTS:** Basic pay segment 01's built by this transaction will update reserve retirement points information automatically during normal PMIS/JUMPS system processing.
- **EFFECTIVE DATE/TIME:** Rules regarding constructive travel time must be used to calculate date and time the reservist departed or arrived home. Do not presume these dates and times are correct. Each date and time will be calculated based upon the authorized mode of transportation to and from the active duty site. The effective date and time to be used is the date and time the member becomes authorized to receive pay, allowances, and retirement points. If the member is not entitled to pay and or allowances, the effective date and time to be used is the date and time the member becomes entitled to receive retirements points.
- **PERIOD OF DUTY:** This is the number of days between the effective date and the date/time the member ends entitlement to travel pay and allowances. If travel pay is not authorized, this date/time will be the date/time the member departed the duty station. Except for non-consecutive active duty periods, the reservist's total active duty period submitted must equal the number of days authorized on the orders, including amendments made by the ordering authority and/or delays in travel time that are beyond the reservists control.
- **NON-CONSECUTIVE ADT:** A separate Depart/Report ADT (R990) transaction must be submitted each time a reserve member performs a period of authorized non-consecutive active duty with a 24 hour or longer break in service.
- **CHANGE IN NATURE OF DUTY:** A separate Depart/Report ADT (R990) transaction is necessary for each duty type on a set of orders; for example: 60 days ADSW-RC (formerly known as SADT) of which 12 days are accountable for ADT-AT (formerly known as ADT). In this case a Depart/Report ADT (R990) transaction must be submitted for the first 12 days of duty as ADT, and another Depart/Report ADT (R990) transaction must be submitted for the remainder of the active duty period as ADSW-RC.

Continued on next page

Section B
RESERVE UNIQUE TRANSACTIONS

Depart/Report ADT (R990), Continued

**Policies and
Procedures,
Continued**

STOPPING PAY/POINTS ENTITLEMENT: For periods of active duty over 30 days and less than 140 days, a Stop Basic Pay, BAH Type II, and BAS Entitlements (R991) transaction must be submitted on or before the expected date of departure from the duty station where the ADT-AT was performed. This is indicated on the original Depart/Report ADT (R990) transaction. If the R991 transaction is not submitted on time, the member's pay and allowances will be automatically stopped from the stop date built in the segments from the initial Depart/Report ADT (R990) transaction. Use the following table to help determine submission of the Stop Basic Pay, BAH, and BAS Entitlements (R991) transaction:

IF	AND	THEN
There is an increase or decrease in the length of the active duty period.	The original period of active duty was 29 days or less.	A <u>correction</u> to the original Depart/Report ADT (R990) transaction is required.
There is an increase or decrease in the length of the active duty period.	The original period of active duty was 30 days or more.	A Stop Basic Pay, BAH Type II, and BAS Entitlements (R991) transaction is required.
A Depart/Report ADT (R990) transaction has been submitted.	An incorrect start date or time was used.	Delete the original Depart/Report ADT (R990) transaction and submit a new (R990) transaction.

Fast Path ID and Data Entry If not creating this transaction in an event, enter "R990" for Fast Path ID or press "GEC" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press 'GO'. The following screen will appear.

Depart/Report ADT					
000-00-0000			YN2	CLARK, MARTHA	
Effective	Effective	DocID	DocID	DocID	Trans
Date	Time	Type	FY	TONO	Status

When the above screen appears, press F3 to insert. Or you may want to view an existing R990 transaction that will appear in this screen. Highlight the R990 transaction you wish to view and press "GO" or "F1".

Continued on next page

Section B
RESERVE UNIQUE TRANSACTIONS

Depart/Report ADT (R990), Continued

Fast Path ID Screen 1 of 2 (below) will appear. Begin completing the fields.
And Data
Entry,
Continued

Depart/Report ADT Less Than 139 Days (Screen 1 of 2)			
000-00-0000	YN2	CLARK, MARTHA	
Effective Date:	<u>01/16/1998</u>	Effective Time:	0730 Entry Type:
Duty Type:	<u>1</u>	Active Duty for Training (ADT-AT)	
Pay and Allowances Code:	<u>Y</u>	With Pay and Allowances	
Program Designator:	<u>AP</u>	Personnel Administration	
District:	<u>53</u>	Opfac: <u>47400</u>	
Sys Data:	<u>RHFEMENDE</u>	Program Element: <u>RC1234</u>	
Arrived at Duty Station:	<u>01/16/1998</u>	<u>0900</u>	Departed: <u>02/03/1998</u> <u>1600</u>
Arrived Home:	<u>02/03/1998</u>	<u>1900</u>	
BAH II Code:	<u>L</u>	W/DPNS; MBR not assign govt qtrs	
Travel BAS Entitlement:	<u>T</u>	Separate Rations	
Duty BAS Entitlement:	<u>R</u>	Regular BAS	
Purpose of Duty:	<u>ADMIN SUPPORT</u>		

Field	Element Code Location	Action
Effective Date	NA	Enter the date the member departed home enroute to the duty station. See time/date information on previous pages.
Effective Time	NA	Enter the time the member departed home enroute to the duty station. See time/date information on previous pages.
Entry Type	NA	This is not updateable.
Duty Type	04	Enter the duty type. The following codes are available under the help wheel <F2>: 1 Active Duty Training – Annual Trng 2 Initial Active Duty for Training (IADT) 3 AD Special Work – Res Comp (ADSW-RC) 4 AD Special Work – Res Comp (ADSW-AC) 6 AD For Training – Other Trng Duty (ADT-OTD)
Pay and Allowances Code	04	Enter the pay and allowances code. The following codes are available under the help wheel <F2>: A Without Pay (Allowances Only) N Without Pay and Allowances P Pay Only Y With Pay and Allowances
Program Designator	04	Enter the Program Designator (mode code). Use the help wheel <F2> or the COMDTINST 5310.3, for a list of codes. Note: When using duty type 3 (ADSW-RC), the Program Code must be AP.

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Section B
RESERVE UNIQUE TRANSACTIONS

Depart/Report ADT (R990), Continued

**Fast Path ID
And Data
Entry,
Continued**

District	08	Enter the two-digit district.
Opfac	08	Enter the five-digit OPFAC. Use the help wheel <F2> for a list of OPFAC's.
Sys Data	21	Enter the nine-digit alpha/numeric system data.
Program Element	04	Enter the six-digit alpha/numeric program element.
Arrived at Duty Station	05	Enter the date and time the member arrived at the duty station.
Departed	06	Enter the date and time the member departed the duty station.
Arrived Home	07	Enter the date and time the member arrived home.
BAH II Code	08	Enter the BAH II code. Use the help wheel <F2> for a list of codes.
Travel BAS Entitlement	08	Enter the travel BAS entitlement for the travel period. The following codes are available under the help wheel <F2>: N No Entitlement O Officer BAS T Separate Rations Note: Officers are only entitled to code "O" (officer BAS). SDA II automatically completes this field for officers and it should not be changed.
Duty BAS Entitlement	08	Enter the BAS entitlement for the duty period. The following codes are available under the help wheel <F2>: N No Entitlement O Officer BAS P Partial BAS R Regular BAS S Special BAS T Separate Rations Note: Officers are only entitled to code "O" (officer BAS). SDA II automatically completes this field for officers and it should not be changed.
Purpose of Duty	22	Enter the purpose of duty (ie: Admin Support).

When you have completed the fields in screen 1 of 2 above, press 'GO' or 'F1'.
The following screen 2 of 2 will appear. Complete the fields.

Note: The DAFIS Accounting String Layout can be found in the Pay Personnel and Procedures Manual. HRSICINST M1000.2, Chapter 2, Section F.

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Section B
RESERVE UNIQUE TRANSACTIONS

Depart/Report ADT (R990), Continued

**Fast Path ID
and Data
Entry,
Continued**

Depart/Report ADT Less Than 139 Days (Screen 2 of 2)											
000-00-0000				YN2		CLARK, MARTHA					
Appr	Lim	Alt	Alt	Prog	Cost	Obj	DocID	DocID	DocID	Doc	
<u>Dist</u>	<u>Code</u>	<u>Code</u>	<u>Fnd</u>	<u>Lvl</u>	<u>Elem</u>	<u>Cntr</u>	<u>Class</u>	<u>Type</u>	<u>FY</u>	<u>TONO</u>	<u>Suf</u>
2H	601	501	30	0	RC08	75126	117K	72	96	846HRC292	000

Field	Element Code	Action
Dist Code	01	Enter the Agency code of 2 followed by the alpha or numeric Region code.
Appr Code	01	Enter the three-digit numeric appropriation code. If the appropriation code is two digits, insert a leading zero.
Lim Code	01	Enter the three-digit appropriation limitation code.
Alt Fnd	01	Enter the Allot/Fund control code.
Alt Lvl	01	This field is set at '0' and is not updateable
Prog Elem	01	Enter the four-digit alpha/numeric Program Element.
Cost Cntr	02	Enter the five digit numeric Cost Center.
Obj Class	02	Enter the four-digit alpha/numeric Object Class.
DocID Type	02	Enter the two-digit numeric Document Type ID.
DocID FY	02	Enter the two-digit numeric Fiscal Year.
DocID TONO	03	Enter the nine digit alpha/numeric Travel Order Number (TONO).
Doc Suf	03	Normally this will be three zero's (000). Or enter the three-digit numeric Document Suffix.

When you have completed the fields in screen 2 of 2 above, press 'GO' or "F2". The following screen will appear..

Depart/Report ADT					
000-00-0000		YN2		CLARK, MARTHA	
Effective	Effective	DocID	DocID	DocID	Trans
<u>Date</u>	<u>Time</u>	<u>Type</u>	<u>FY</u>	<u>TONO</u>	<u>Status</u>
01/16/1998	0730	72	96	846HRC292	C

When this screen (above) appears press Shift F6. You will return to the SDA II main menu. Your transaction is complete.

Continued on next page

Depart/Report ADT (R990), Continued

PMIS/JUMPS Effect	<p>The Depart/Report ADT transaction may update the following in PMIS/JUMPS. The segments updated depend upon the information entered on this transaction.</p> <ul style="list-style-type: none">• Segments 00, 01, 24, 25, 26, 27, 16, 17, 18, 19, 34, 35 and 81. Has no affect on the PMIS screens in the PMIS Data Base.
Corrections and Deletions	<p>Corrections and Deletions may be made to this transaction and are done in Transaction Review of the SDA II system.</p>

Stop Basic Pay, BAH Type II/BAQ and BAS Entitlements (R991)

Purpose	This transaction is used to stop Basic Pay, BAH/BAQ and BAS entitlements for Reserve who's active duty period was initially started by the Depart/Report ADT (R990) transaction.
Reference	<ul style="list-style-type: none">• CG Reserve Policy Manual, COMDTINST M1001.28, Chapter 3• CG Pay & Personnel Procedures Manual, HRSICINST M1000.2A, Chapter 2-C• CG Pay Manual, COMDTINST M7220.29, Chapter 12
Transaction Built in SDA II	Stop Basic Pay, BAH Type II/BAQ And BAS Entitlements
PMIS Transaction	R991
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• Rules for entitlement to pay and points for reserve active duty periods less than 140 days are contained in the Reserve Policy Manual and the Pay Manual. <u>These manuals should be reviewed prior to submitting this transaction.</u>• ACTIVE DUTY UNDER 30 DAYS: For 1 to 29 day periods of active duty, do not do this transaction. PMIS/JUMPS automatically sets stop dates in the segments. Therefore no further action is required for the member to receive payment and retirement point credit for the period of duty performed.• ACTIVE DUTY 30 TO 139 DAYS: For 30 to 139 day periods of active duty, PMIS/JUMPS automatically set stop dates in the segments. This transaction <u>must be submitted</u> to verify that the stop date is correct <u>or</u> that <u>the initial stop date on the original R990 transaction changed to stop</u> Basic Pay, BAH Type II, BAS and retirement point entitlements.• TIMELY SUBMISSION: This transaction must be submitted on or before the member's expected date of departure from the duty station where the ADT-AT was performed as indicated on the original Depart/Report ADT (R990) transaction submission. If this (R991) transaction is not submitted in time, the member's pay and allowances will stop automatically from the stop dates set by the original Depart/Report ADT (R990) transaction.• EFFECTIVE DATE/TIME: The effective date should be a date during the active duty period or before the member's last day of active duty (day of departure from the unit active duty is performed). The effective time of this transaction can be anytime between 0001 and 2400 unless it is being submitted on the same date as the Depart/Report ADT (R990), then the effective time of the R991 transaction must be 5 minutes later than the effective time of the R990 transaction.• LATE SUBMISSION: If this transaction is not submitted on time, a late submission is still required. However this may result in a delayed final payment to the member.

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Section B
RESERVE UNIQUE TRANSACTIONS

Stop Basic Pay, BAH Type II/BAQ and BAS Entitlements (R991), Continued

Fast Path ID and Data Entry If not creating this transaction in an event, enter “R991” for Fast Path ID or press “GEE” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press ‘GO’. Then press ‘GO’ again. The following screen 1 of 1 will appear. Begin completing the fields.

Stop Basic Pay, BAH Type II and BAS Entitlements (Screen 1 of 1)			
000-00-0000	YN2	CLARK, MARTHA	
Effective Date: <u>01/16/1998</u>	Effective Time: <u>0735</u>	Entry Type:	
Dpt Home For Duty Stn: <u>01/16/1998</u> <u>0730</u> This should reflect the Effective Date/Time of the R990	Arrived: <u>01/16/1998</u> <u>0900</u> This Should reflect the Date/Time member reported to the Duty Station		
Departed Duty Station: <u>02/03/1998</u> <u>1600</u>	Arrived Home: <u>02/03/1998</u> <u>1900</u>		
BAH/BAQ Code: <u>L</u>	W/DPNS; MBR not assign govt qtrs		
Travel BAS Entitlement: <u>T</u>	Separate Rations		
Duty BAS Entitlement: <u>R</u>	Regular BAS		

Field	Element Code Location	Action
Effective Date	NA	Enter the effective date of the transaction. See effective date/time information on previous page.
Effective Time	NA	Enter the effective time. See date/time information on previous page.
Entry Type	NA	This is not updateable.
Dpt Home For Duty Stn	04	Enter the date and time the member departed home for the duty station.
Arrived	05	Enter the date and time the member arrived at the duty station.
Departed Duty Station	06	Enter the date and time the member departed the duty station.
Arrived Home	07	Enter the date and time the member arrived home.
BAH/BAQ Code	08	Enter the BAH/BAQ code. Use the help wheel <F2> for a list of codes.
Travel BAS Entitlement	08	Enter the travel BAS entitlement for the travel period. Use the help wheel <F2> for a list of BAS codes. Note: Officers are only entitled to code “O” (officer BAS). SDA II automatically completes this field for officers and it should not be changed.
Duty BAS Entitlement	08	Enter the BAS entitlement for the duty period. Use the help wheel <F2> for a list of BAS codes. Note: Officers are only entitled to code “O” (officer BAS). SDA II automatically completes this field for officers and it should not be changed.

Continued on next page

Stop Basic Pay, BAH Type II/BAQ and BAS Entitlements (R991), Continued

Fast Path ID And Data Entry, Continued	When you have completed the fields in screen 1 of 1 above, press 'GO' or 'F1'. You will return to the SDA II main menu. Your transaction is complete.
PMIS/JUMPS Effect	<p>The Stop Basic Pay, BAH Type II and BAS Entitlements transaction may update the following in PMIS/JUMPS. The segments updated depend upon the information entered on this transaction.</p> <ul style="list-style-type: none">• Segments 00, 01, 24, 25, 26, 27, 16, 17, 18, 19, 34, 35 and 81. Has no affect on the PMIS screens in the PMIS Data Base.
Corrections and Deletions	Corrections and Deletions <u>may not</u> be made to this transaction.
